KU | Professional Record Online   Reference Card

Other Features

Storing Files (only available on some screens)
1) Navigate to ADD A NEW ITEM or EDIT ✎ for the intended entry.
2) Click the **Store File** link (typically near the bottom of the page).
3) Click the *Browse…* button to browse the desktop and select a file for upload.
4) After the file is selected, click *Open*, and then select a **save option**.

Highlight and Drag Instructions (move text)
1) Left click at the beginning of the text and hold down the mouse button.
2) Drag the pointer over the text you want to select, then release mouse.
3) Left click with the mouse anywhere within the highlighted area and hold down.
4) Then, drag the text to where you want it to be. Release the mouse button.
5) The text will drop where you place it.

Shortcut Keys

KEY COMMAND	ACTION
Ctrl + A	Highlights everything in a text field or screen
Ctrl + C	Copy the selected item
Ctrl + V	Paste the selected item
Ctrl + X	Cut the selected item
Ctrl + Z	Undo an action / last command
Ctrl + Y	Redo an action / last command
Ctrl + F	Opens the *Find* function
Ctrl + Mouse Scroll Wheel OR **Ctrl + (plus sign)** OR **Ctrl + (minus sign)**	Change the display size in windows/browsers
Ctrl + Right Arrow	Move cursor to beginning of the next word
Ctrl + Left Arrow	Move cursor to beginning of the previous word
Ctrl + Shift with Arrow Key	Select a block of text (word by word)
Shift with Any Arrow Key	Select text within a document (letter by letter)
Shift + F10	Display the shortcut menu for the selected item
Tab	Move forward through fields on the screen
Shift + Tab	Move backwards through fields on the screen

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Run PRO in Internet Explorer or Firefox

Access PRO: KU Homepage ➤ Kyou ➤ Services ➤ PRO

Always SAVE the Screen before Exiting

Save and Return
Saves current record and returns to prior screen

Save and Add Another
Saves current record and opens a new record within section

Return (cancel)
Returns to prior screen *without* saving record

Return to Main Menu
Returns to main menu *without* saving current record

Important Features

Information Icon = ❓
Click on this icon to see a description of the field

Expanding Text Boxes = ⬇
Click on the arrow pictured above to re-size the text box

Buttons for Managing Data Information
ADD A NEW ITEM **ADDS** a new record
✎ **EDITS** an existing record
▤ **COPIES** a record
🗑 **DELETES** a record
🔍 **VIEWS** a record (only available w/ *read-only* files)

Bottom Toolbar Window

Rapid Reports
1) Click *Rapid Reports* in the bottom right-hand corner of the screen.
2) Select **report type** from the drop down list.
3) Set a **start/end date** range.
4) Select the **file format** for output.
5) Click *Run Report*, and then click *OK* in pop-up window to open the document.
6) Save a copy of the report to the desktop.

PasteBoard (fast copy/paste)
1) Click *PasteBoard* in bottom right-hand corner of the screen.
2) Paste text into text box or *Highlight and Drag* text to box.
3) Clear *PasteBoard* button clears text.

Hide
Click *Hide* tab to minimize the toolbar