

SPS Hot Key for DEO – shows a short cut to complete certain functions

CTRL+N – Allows you to create a schedule. In the “View Extracted Schedules” screen, shows the next day’s extracted schedules.

CTRL+I – Allows you to import schedules.

CTRL+D – Allows you to delete a schedule from the DEO Main screen.

CTRL+E – Allows you to edit a schedule. In the “View Extracted Schedules” screen, allows the DEO to select a date range for viewing extracted schedules.

CTRL+R – Allows you to move a schedule to an editable state. In the “View Extracted Schedules” screen, resets the date range to the current date.

CTRL+O – Allows you to submit a schedule to a Certifying Officer (CO).

CTRL+K – Allows you to unlock a DEO Locked schedule.

CTRL+G – Allows you to view the details of a selected schedule.

CTRL+D – Allows you to view the details of a selected failed read or successful read schedule from the Import screen.

CTRL+B – Allows you to create, update and delete Agency Billing Addresses. In the “View Extracted Schedules” screen, shows extracted schedules from the previous day.

CTRL+M – Allows you to return to the DEO Main screen.

CTRL+S – Allows you to save the schedule. In the “View Extracted Schedules” screen, allows the DEO to save a summary list of schedules.

CTRL+T – Allows you to view the status of an imported schedule.

CTRL+P – Allows you to Save Schedule Details from the DEO Main screen.

CTRL+L – Allows you to Save Summary List from the DEO Main screen.

CTRL+ALT+F – Allows you to view and manage TAS/BETCs.

CTRL+SHIFT+E – Allows you to view extracted schedules.

CTRL+SHIFT+D – Allows you to save schedule details in the “View Extracted Schedules” screen.

CTRL+SHIFT+F – Allows you to export an offline configuration archive file on the user’s local computer. NOTE: This hotkey combination also allows you to save changes from the Manage Favorite TAS/BETCs List screen.

CTRL+SHIFT+G – Allows you to access the Message Viewer window to view active Notifications.

CTRL+SHIFT+N – Allows you to access PAM Notification Reports.

CTRL+SHIFT+P – Allows you to create a PIV Migration Request. (This feature is only available when you are not logged into SPS with a PIV Credential.)

CTRL+SHIFT+X – Allows you to export a schedule from the SPS database as a 440 file on the user’s local computer.

F2 – Allows you to access the SPS Data Entry Operator User Manual.

F5 – Allows you to refresh the schedule summary information on the “DEO Main” screen.

F7 – Allows you to view their Rules of Behavior agreement.

F9 – Allows you to view the security certificate for the current session.

F12 – Allows you to view the system information of the workstation.

Alt + F7 – Allows you to logout.