




Clintrial™ Release 4.7 Software










Quick Reference for Enter

File menu commands




Command	Toolbar	Shortcut	Use to
New Subject	None	Ctrl + N	Add a new subject in a clinical data study book.
New Repeating Page	None	F3	Add a new repeating study page.
Close		Ctrl + F4	Close the current study page.
Close Without Saving	None	None	Close the current study page without saving.
Connect	None	None	Set the database connection.
Set Protocol	None	None	Set the current protocol.
Set Study Book	None	None	Set the current study book.
Edit Mode	None	None	Set the edit mode.
Preferences	None	None	Set your user preferences.
Password	None	None	Modify your password.
Refresh	None	F5	Refresh the screen to show changes to data.
Respecify	None	Ctrl + Y	Open the SQL Restriction Builder.
Save		Ctrl + S	Save data in the current study page.
Save As	None	None	Save data in the current window to a file.
Print		Ctrl + P	Print the current window.
Print Discrepancies	None	None	Print discrepancies for the study page.
Print Preview	None	None	View a report in print preview mode.
Printer Setup	None	None	Set your printer preferences.
Exit	None	None	Exit Enter.

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Edit menu commands

Command	Toolbar	Shortcut	Use to
Select All		Ctrl + A	Select all study pages in the Navigator for printing.
Undo		Ctrl + Z	Undo last editing action.
Undo Page Edits	None	None	Undo changes to study page since the last save.
Cut		Ctrl + X	Cut selected text.
Copy		Ctrl + C	Copy selected text.
Paste		Ctrl + V	Paste text.
Clear		Del	Clear text from the current field.
Add Repeat Add Subject Add Record		Ctrl + A	Add a new row of repeating items. Add a new subject in an enrollment study book. Add a record in a non-subject study book.
Insert Repeat		Ctrl + I	Insert a new row of repeating items before the current row.
Delete Repeat Delete Subject Delete Record		None	Delete the current row of repeating items. Delete a new (unsaved) subject in an enrollment book. Delete a record in a non-subject study book.
Add Observation	None	None	Create an observation (in a non-subject study book).
Duplicate Item	None	None	Copy the value for the current item from the previous block.
Duplicate Group	None	None	Copy the values for the current study page from the previous block.
Autoskip	None	None	Enable or disable automatic skipping.
Delete Page Data	None	None	Delete all data in the current study page.
Duplicate Page Data	None	None	Duplicate records from a previous study page to the current study page.
Specify Reason for Change	None	None	Specify a reason for change for modifying a record.



View menu commands

Command	Toolbar	Shortcut	Use to
Filter		None	Filter window data.
Sort		None	Sort window data.
Regroup		None	Resort the records in an observation.
Filter Discrepancies	None	None	Filter discrepancies.
Sort Discrepancies	None	None	Sort discrepancies.

Navigate menu commands

Command	Toolbar	Shortcut	Use to
Go To		Alt + G	Open the Go To dialog box.
Go To Selected	None	None	Go to the selected study page.
Next	None	Alt + N	Go to the next page in the navigation order.
Previous	None	Alt + P	Go to the previous page in the navigation order.
Next Subject		None	Go to the current page for the next subject.
Next Page		None	Go to the next page for the current subject.
Previous Subject		None	Go to the current page for the previous subject.
Previous Page		None	Go to the previous page for the current subject.
Navigate By Subject	None	None	Set the navigation order to Navigate By Subject.
Navigate By Page	None	None	Set the navigation order to Navigate By Page.
Expand	None	None	Expand the selected block in the Navigator.
Collapse	None	None	Collapse the selected block in the Navigator.
Sort Subjects	None	None	Set the sort order for subjects in the Navigator.
Navigator		Ctrl + T	Open the Navigator.

List menu commands

Command	Toolbar	Shortcut	Use to
New List	None	None	Create a new subject list or page list.
Select Lists	None	None	Set the current subject list and page list.
Edit Subject List		None	Modify a subject list.
Edit Page List		None	Modify a page list.
Delete Subject List	None	None	Delete a subject list.
Delete Page List	None	None	Delete a page list.

Flags menu commands

Command	Toolbar	Shortcut	Use to
Item Flag	None	F9	Add a flag to an item.
Record Flag	None	F11	Add a flag to a record.
Observation Flag	None	F12	Add a flag to an observation.
Modify Flags	None	None	Modify or delete a flag.
Show Flags	None	None	View flag information.
Set Verify Error	None	None	Set the selected record's status to Verification Error.

Notes menu commands

Command	Toolbar	Shortcut	Use to
Item Note	None	Shift + F9	Add a note to an item.
Record Note	None	Shift + F11	Add a note to a record.
Observation Note	None	Shift + F12	Add a note to an observation.
Modify Notes	None	None	Modify or delete a note.
Show Notes	None	None	View note information.

Discrepancies menu commands

Command	Toolbar	Shortcut	Use to
Create	None	None	Create a discrepancy record for the current item.
Delete	None	None	Delete a discrepancy record.
Resolve	None	None	Start Resolve.
Show Discrepancies	None	None	Show discrepancies for the current study page.


Reports menu commands

Command	Toolbar	Shortcut	Use to
Subject	None	None	Create a Subject Report.
Flag	None	None	Create a Flag Report.
Note	None	None	Create a Note Report.
Verification	None	None	Create a Verification Report.

Custom menu commands

Command	Toolbar	Shortcut	Use to
Edit Custom Menu	None	None	Add or remove items from the Custom menu.

Help menu commands

Command	Toolbar	Shortcut	Use to
Help Topics		None	Open Enter Help.
On Current Item	None	Shift + F1	Open Item Help.
About Protocol	None	None	Open user-defined Help (if available).
About Page	None	None	Open user-defined context-sensitive Help (if available).
About Clintrial Enter	None	None	Open the About Clintrial Enter dialog box.

Hot keys

Key:	Use to:
Ctrl + Alt + N.....	Advance to the next image in the current CRF list.
Ctrl + Alt + P.....	Return to the previous image in the current CRF list.
Ctrl + Alt + C.....	Display a CRF image corresponding to the current study page or a DCF image corresponding to the current Resolve discrepancy.
Ctrl + Alt + G.....	Display the study page corresponding to the current CRF image.
Ctrl + Alt + R.....	May be customized to perform a function on the CRF image.

Study page shortcut keys

Key:	Use to:
Ctrl + Shift + Home	Scroll to the top of the study page.
Ctrl + Shift + End.....	Scroll to the bottom of the study page.
Ctrl + Shift + Page Up	Scroll the study page up one screen.
Ctrl + Shift + Page Down.....	Scroll the study page down one screen.
Home	Move the cursor to the beginning of the current field.
End	Move the cursor to the end of the current field.
Ctrl + Right Arrow	Move the cursor one word to the right in the current field.
Ctrl + Left Arrow	Move the cursor one word to the left in the current field.
Escape	Restore the field's original value.
Shift + Home.....	Select text from the cursor position to the beginning of the field.
Shift + End	Select text from cursor position to the end of the field.
Shift + Right Arrow	Select one character to the right of the cursor.
Shift + Left Arrow.....	Select one character to the left of the cursor.
Ctrl + Shift + Right Arrow.....	Select one word to the right of the cursor.
Ctrl + Shift + Left Arrow	Select one word to the left of the cursor.

Data-entry shortcut keys

Key:	Use to:
Tab.....	Go to the next enterable field.
Shift + Tab.....	Go to the previous enterable field.
Ctrl + Home	Go to the first enterable field in the page section.
Ctrl + End.....	Go to the last enterable field in the page section.
Enter.....	Go from last field on a page to the first field on the next page.
Shift + Enter.....	Go from the first field on a page to the last field on the previous page.
Ctrl + Alt + Page Up.....	Go to the first row (in a repeating page section).
Ctrl + Alt + Page Down	Go to the last row (in a repeating page section).

Master and detail shortcut keys

To move:	Description:
Between rows in a master section.	Use the Up or Down arrow keys.
From a master record to its detail record(s)	From the last field in the master record, press Tab .
Between rows in a detail section.....	From the last field in the current detail record, press Tab .
From a detail record to its master record.....	From the first field in the first detail record, press Shift+Tab .