



A few hints...

## **DATES**

- *enter dates as m/d/yyyy*
- *for example: June 6, 2005 would be entered as 6/5/2005*

## **PHONE NUMBERS**

- *enter phone numbers with the area code and without any parentheses or dashes*
- *for example: (203) 123-4567 would be entered into the system as 2031234567*

## **DROP DOWN LISTS**

- *hit the first letter of the entry that you want*
- *hit the key again to go to the next entry with the same letter*
- *press the ALT key and the ↓ (down-arrow) key to extend a drop-down list*

## **FUELWARE LOGO**

- *click on this logo to bring you back to the Main Directory at most anytime in the software, except in the middle of intake*

## **EXITING THE SOFTWARE**

- *go back to the main directory and click the 'logout' menu item on the left-hand side*

## **MISCELLANEOUS**

- *do not use your browser's forward and back buttons especially during intake. If you made an error, you can always go back and fix it once the intake process is complete.*