



KeyWare

Some hints...

DATES

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

TELEPHONE 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 and view all entries*

KEYWARE 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 to properly logout of KeyWare*

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.*