What you need to know:

Keyboard shortcuts are combinations of keys that, when used, help you perform FAMIS tasks more quickly.

Instruction:

Windows keyboard combination	Action performed
F11	**Enter Query Mode**
Ctrl (Enter) + F11	**Run Query**
F9	**Bring up list of values window**
Ctrl (Enter) + S	**Save information in FAMIS**
%	**Wild Card Symbol (*see Tip below*)**
Shift + F2	**Count Query or Count Hits Button**
Ctrl + Q	**Exit Query Mode or Cancel Button**
Ctrl + F1	**Show Keys**
TOD	**Returns current date; example format: THU SEP 29, 2016**
TOM	**Returns the date from yesterday**
YES	**Returns the date from yesterday**

TIP:
The % in FAMIS is like the * (asterisk) in Windows, and can be on one or both sides of a number or name. (e.g., %P0437% will find all CPs that have P0437 in their number).