LOAN SERVICING SOFT Shortcut Keys and Tricks

This document will give you a list of shortcut keys or "hot keys" and other tricks in the LOAN SERVICING SOFT system. Shortcut keys or hot keys save you time, essentially they help you work faster and more effectively.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

Shortcuts and Tricks

- **Enter Payment or Enter Transaction - CRTL+T**

This will open the Search Loan screen where you can Tab, Tab, Tab to navigate. Once you locate the loan you want, hit return and this will automatically select the OK button for you.
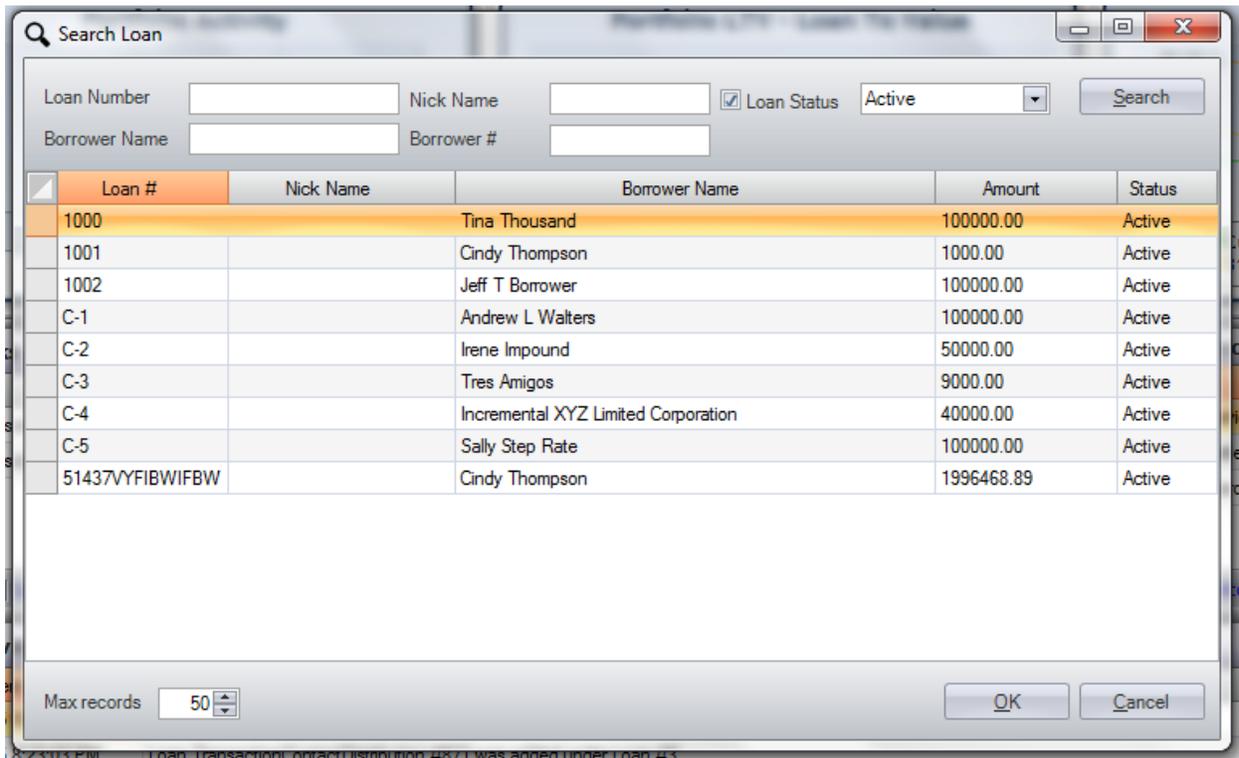
- **Tricks on the Loan Payment screen**

Once you select your loan on the screen above you are brought to the Loan Screen. There are several tricks that we can share with you on this screen.

- First off almost the entire screen can be navigated by the Tab key – again, Tab, Tab, Tab or hold down to fly through the screen.
- You can double click on the Payment Due date field and it will auto fill/copy all the date fields below. All but the Hold To Date which will autofill with your Effective Date plus your default Hold To days as specified in your system setup area.
- If you have different amounts displayed in the Amount Due and Total Due fields you can double click on either of these numbers to autofill the Amount Received field. This will of course help avoid typos and user errors.

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- You can automatically move all funds from Unapplied Funds for posting by double clicking.

- **Apply funds to impound account – CTRL+E**

Funds can be entered into one of your impound accounts quickly by using the CTRL+E shortcut keys.

- **Right click on loan line items: Enter Payment, Open Payment History, View Snapshot**

You can post a payment, view a loans payment history, or pull up the loan snapshot screen right from the loan screen (the loan list). Just right click on a loan and select the function you want.

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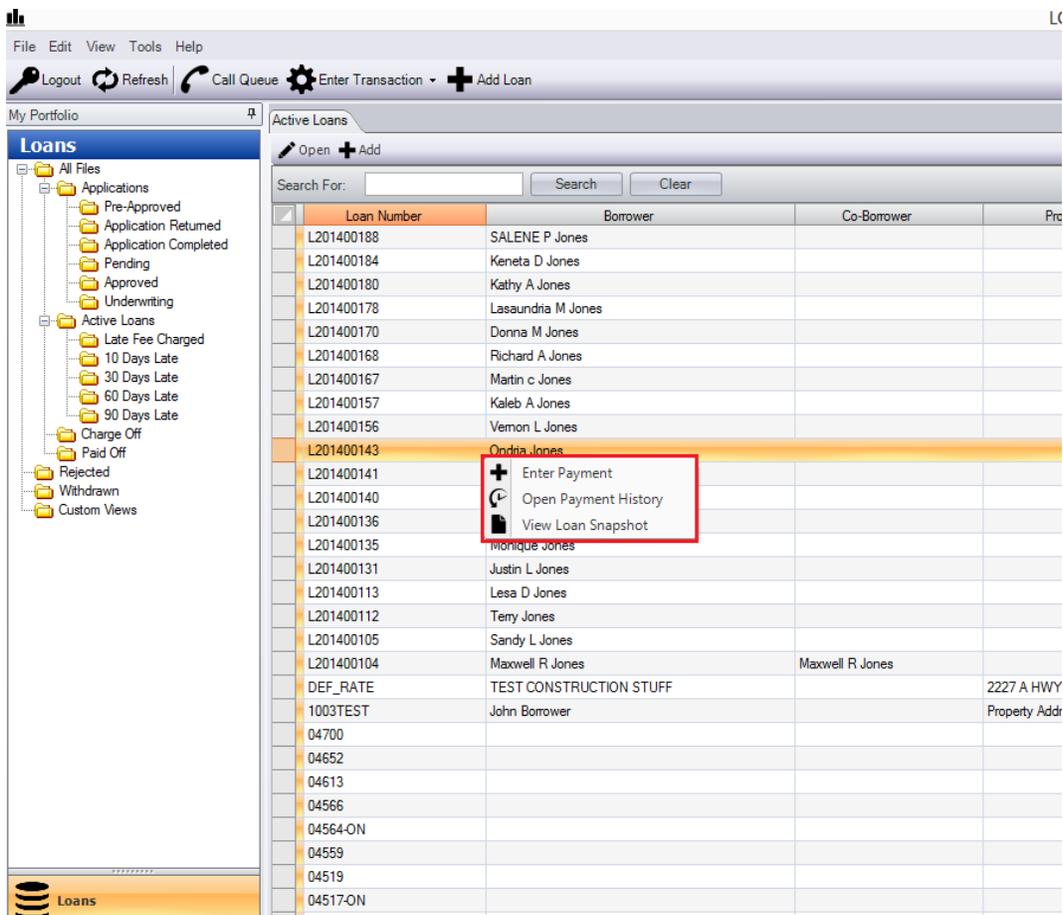
- **Other shortcut keys**

There are other less valuable, but still very nice, shortcut keys up in the top menu area of the screen.