Hot Keys

Hot Keys can be enabled in ER Web via the button above the code tree on the left of the screen, in the *Item Details* view.

NOTE: Once turned on, Hot Keys will apply to the currently selected coding tool or codeset (for example, *Screen on Title & Abstract*, in the screenshot below).



Once *Hot Keys* have been turned on, you can select the coding tool you are currently working on (*Screen on Title & Abstract* in the example screenshot below), and then press the *ALT* key and the relevant number key to select a code e.g. press *ALT* and *1* to select *EXCLUDE on date*.



If you select the Auto-Advance option too, you can enter your screening / coding choices for multiple items using only the number keys and the ALT key. (The system will automatically move on to the next item in the current list once a choice is made for the current item. Should you wish to enter multiple codes for an item, or change your mind and enter a different choice, simply press the *Previous* button.)

