

## Web Kiosk Quick Start Guide

Hot Keys for Jaws Screen Reader

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## Hot Keys

Select alt+shift+F1 to open the list of hot keys available for keyboard navigation within the Web Kiosk. Make sure that the focus is within the application header block for the keys to operate.

Hot Key	Key Shortcut
Alt + shift + s	Search
Alt + shift + j	Job
Alt + shift + s	Sanderly, Timothy
Alt + shift + h	Home
Alt + shift + h	My HR
Alt + shift + l	My Leave
Alt + shift + a	My Approvals
Alt + shift + p	My Pay
Alt + shift + a	My Administration
Alt + shift + t	My Timesheet (Flexitime)
Alt + shift + r	My Reporting

Generally, the hot key will be the first letter of the function. However, for main menu items prefaced with 'My' the hot key will be the first letter of the subsequent word. For example, for menu item My HR, the hot key is 'h' so that the hot key combination to go to My HR is alt+shift+h. For the global menu under the employee name, the hot key will be the first letter of the employee surname.

Where hotkeys are used in conjunction with the Jaws screen reader, we have found that different browsers respond slightly differently. The optimal option was Chrome.