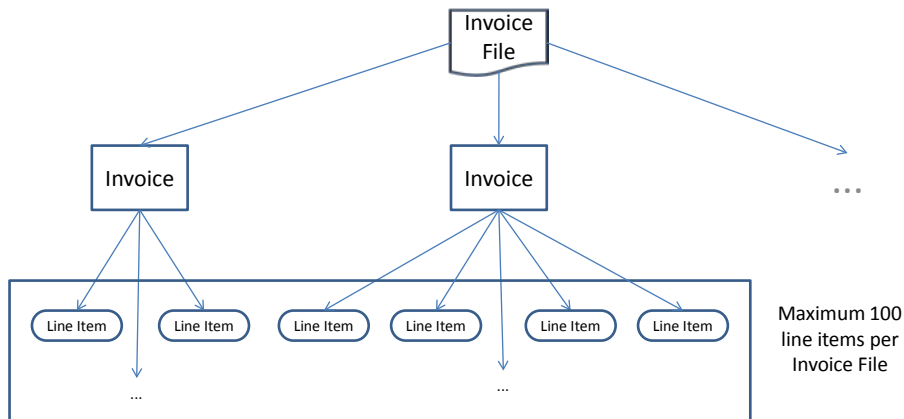
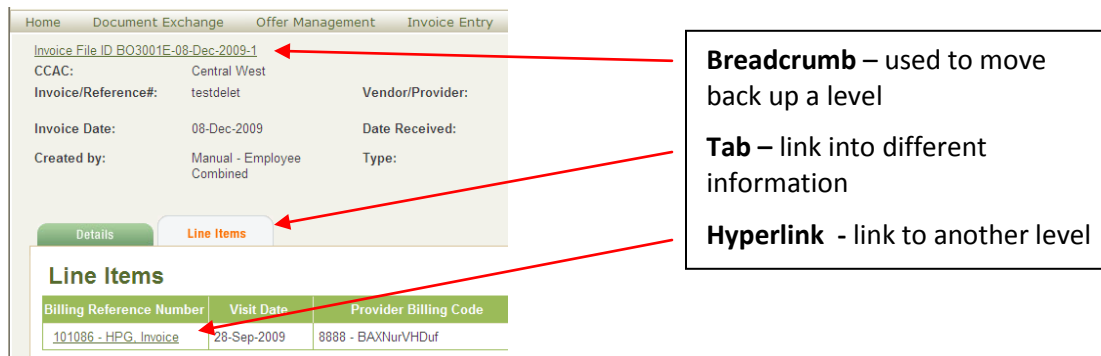


## Invoice File Structure (in HPG Invoice Entry)



Click on Tabs, hyperlinks and breadcrumbs to navigate between various levels and types of information.



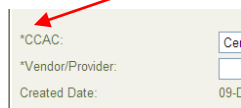
**Breadcrumb** – used to move back up a level

**Tab** – link into different information

**Hyperlink** - link to another level

Billing Reference Number	Visit Date	Provider Billing Code
<a href="#">101096 - HPG_Invoice</a>	28-Sep-2009	8888 - BAXNurVHDuf

The asterisk (\*) beside a field indicates that this is a mandatory field.

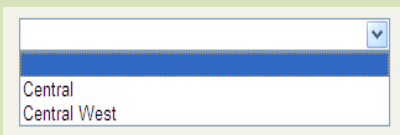

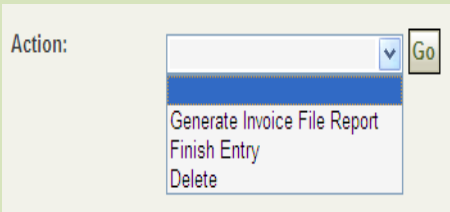

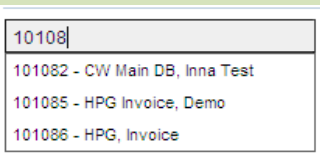


\*CCAC:

\*Vendor/Provider:

Created Date: 09-C

### Actions in HPG

Action	View	What can be done:
Drop Down		<ul style="list-style-type: none"> <li>Click on the down arrow</li> <li>Click on the information to go into the field</li> <li>Click outside the box</li> </ul>
Calendar		<ul style="list-style-type: none"> <li>Click on the <b>X</b></li> <li>Use the arrows beside the month to navigate to the date</li> <li>Click on the actual date</li> </ul>
Action Drop Down		<ul style="list-style-type: none"> <li>Click on the down arrow</li> <li>Click on the information to go into the field</li> <li>Select "Go"</li> </ul>
Action Button		<ul style="list-style-type: none"> <li>Click on the Action button</li> </ul>
Smart Look Up		<ul style="list-style-type: none"> <li>Begin to type the information in the field – see below for more tips</li> <li>The list will continue to display fewer and fewer options</li> <li>At any time the entry option can be selected from the list</li> <li>Click on the information to be entered in the field, then</li> <li>Click outside the box</li> </ul>

### Searching using the Smart Look up

The Smart Look Up search is used to find selections in HPG Invoice Entry in fields such as the Billing Reference Number field.

Understanding some basic principles will help you to search successfully:

- When you enter a string of letters or numbers in the search field, the system will search for that string and display the available options in a list below the Smart Lookup (SLU) field
- Once you have entered the string of letters or numbers, the search results which contain the string will be listed in alphabetical/numerical order
- Initially it may be helpful to type a minimal amount of known information as the result may show in the resultant table. E.g. if looking for BRN 101086, type “101” or client Smith, type “Sm”. This will also avoid an unsuccessful search if you happen to misspell a word e.g. Smith vs Smyth
- The results of the Smart Look-up search will display only 10 selections at a time. When the search result is greater than 10 selections, the selection that you are looking for may not be presented in the 10 selections that are viewable. If the minimal approach provides more than 10 selections, add more information to narrow the search.
- Using the wild card \* to substitute for information that you do not know or that you do not know how to spell will help you to refine your search.
- Knowing the order and format of the information in each list type will help you to strategically place the \*. E.g. the format of the BRN smart lookup is: BRN – surname, given name; you want to look for the BRN of a client with the surname of Smith, type “\*Sm”

### Keyboard Navigation Tips

- The “Tab” key will navigate the cursor to the next field
- Shift-tab will navigate backwards
- When the cursor is focused on an action button, the “Enter” key will activate the action e.g. Save button
- The arrow keys will navigate back and forward on radio buttons
- In a field with drop down lists, make the selection by entering the first letter of the desired choice, then use the Enter key to enter this information.