

ShortCuts SE

Common to Most Screens

Advance to next entry field = **Tab**
Batch Payment (Utilities) = **F5**
Configurations menu = **Alt + A**
Counter Sale = **F11**
Edit menu = **Alt + E**
File menu = **Alt + F**
Find Customer (Utilities) = **F3**
Find History (Utilities) = **F4**
Help (context + related videos) = **F1**
Help menu (General) = **Alt + H**
Inventory = **Alt + I**
New (EST/RO) Order = **F6**
New Estimate = **F8**
New Repair Order = **F9**
New Invoice = **F10**
Quick Estimate = **F7**

Spell Check = **F2** [text fields]
Training Videos [How Do I?] = **Alt + G**
Utilities menu = **Alt + U**
View menu = **Alt + W**

<<< Navigation Commands >>>

Close a window/dialog box = **Esc**
Open a drop list = **Alt + Down Arrow**
Place a check in checkbox = **Spacebar**
Quit current program = **Alt + F4**
Reverse to previous field = **Shift + Tab**
Switch programs = **Alt + Tab**

<<< Editing Commands >>>

Copy from current location = **Ctrl + C**
Cut (remove) from location = **Ctrl + X**
Paste from Cut/Copy action = **Ctrl + V**
Undo text change = **Ctrl + Z**

WIP Screen

Detail = **Alt + D**
Display = **Alt + Y**
Order screen = **Alt + O**
Open highlighted order = **Enter**

Payment = **Alt + P** [RO/INV only]
Post = **Alt + T** [INV only as Charge sale]
Scheduler = **Alt + C**
Select order = up/down **arrow keys**

Customer Screen

Company list = **Alt + M**
Exit (WIP) = **Alt + X**
History = **Alt + T**
Name = **Alt + A** [Customer list]
Order screen = **Alt + O**

Revision screen = **Alt + R**
Next = **Alt + N** [Vehicle screen]
Vehicle screen = **Alt + V**
WIP screen = **Esc**

Vehicle Screen

Customer = **Alt + C**
Date fields = up/down **arrows**
Exit (WIP) = **Alt + X**
History = **Alt + T**
License = **Alt + L**

Memo = **Alt + M**
Next = **Alt + N** [Order screen]
Order screen = **Alt + O**
Revision screen = **Alt + R**
WIP screen = **Esc**

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Order Screen

Canned <u>J</u> obs list = Alt + J	<u>P</u> arts entry window = Alt + P
Check Profit = F12	Part <u>K</u> it list = Alt + K
<u>C</u> onvert to Invoice = Alt + O [RO]	Pay/Post Invoice = Alt + O [Invoice]
<u>C</u> onvert to Order = Alt + O [Estimate]	Print = Ctrl + P
<u>C</u> ustomer = Alt + C	Repair = Alt + A
<u>E</u> stimator = Alt + S	<u>R</u> evision screen = Alt + R
<u>E</u> xit (WIP) = Alt + X	S <u>u</u> blet entry = Alt + U
<u>H</u> istory = Alt + T	S <u>u</u> symptom = Alt + Y
<u>L</u> abor entry = Alt + L	TS <u>B</u> s = Alt + B
Maintenance Schedules = Alt + M	<u>V</u> ehicle screen = Alt + V
<u>N</u> otes entry = Alt + N	WIP screen = Esc

Revision Screen

Canned Jobs list = Alt + J	Sub-Estimate <u>1</u> = Alt + 1
Check Profit = F12	Sub-Estimate <u>2</u> = Alt + 2
<u>C</u> ustomer = Alt + C	Sub-Estimate <u>3</u> = Alt + 3
<u>E</u> stimator = Alt + S	Sub-Estimate <u>4</u> = Alt + 4
<u>E</u> xit (WIP) = Alt + X	Sub-Estimate <u>5</u> = Alt + 5
<u>H</u> istory = Alt + T	Sub-Estimate <u>6</u> = Alt + 6
Labor entry = Alt + L	Sub-Estimate <u>7</u> = Alt + 7
Maintenance Schedules = Alt + M	Sub-Estimate <u>8</u> = Alt + 8
Notes entry = Alt + N	Sub-Estimate <u>9</u> = Alt + 9
<u>O</u> rder screen = Alt + O	S <u>u</u> blet entry = Alt + U
Parts entry = Alt + P	TS <u>B</u> s = Alt + B
Part Kit list = Alt + K	<u>V</u> ehicle screen = Alt + V
Print = Ctrl + P	WIP screen = Esc

History Screen

<u>C</u> ustomer = Alt + C	<u>R</u> evision screen = Alt + R [<i>in 5 tab view</i>]
Detail = Alt + D	Search <u>h</u> = Alt + H
<u>E</u> xit (WIP) = Alt + X	U <u>n</u> -post selected invoice = Alt + N
Order screen = Alt + O [<i>in 5 tab view</i>]	<u>V</u> ehicle screen = Alt + V
Print = Ctrl + P [INV open]	WIP screen = Esc

There are numerous keyboard shortcuts in additional program screens; watch for the underlined letters on buttons and menu items.

NOTE: If you do not see underlined letters, press the Alt key and these will appear.

TIP: To make underlined letters always visible, right-click on the desktop, select Properties, Appearance tab. Click Effects, and then un-check this settings box:

Hide underlined letters for keyboard navigation until I press the Alt key

Click OK to save this setting.