

Keyboard shortcut keys

Video training manual 2019 - [Click Here](#)

The system caters for shortcut keys so as to reduce the use of the mouse

See below shortcut keys

Not all windows are configured for keyboard keys

Basic keys

Move between fields	Tab	Buttons and fields
Backwards move	Shift + Tab	Buttons and fields
Add	Insert	Add
Delete line record	Delete	Delete record
Help	Alt + H	Help manual
Select record	Enter	Select record in dropdown Select button Run search in search window
Move in dropdown	Up and down arrow keys	Move in dropdown

Function keys

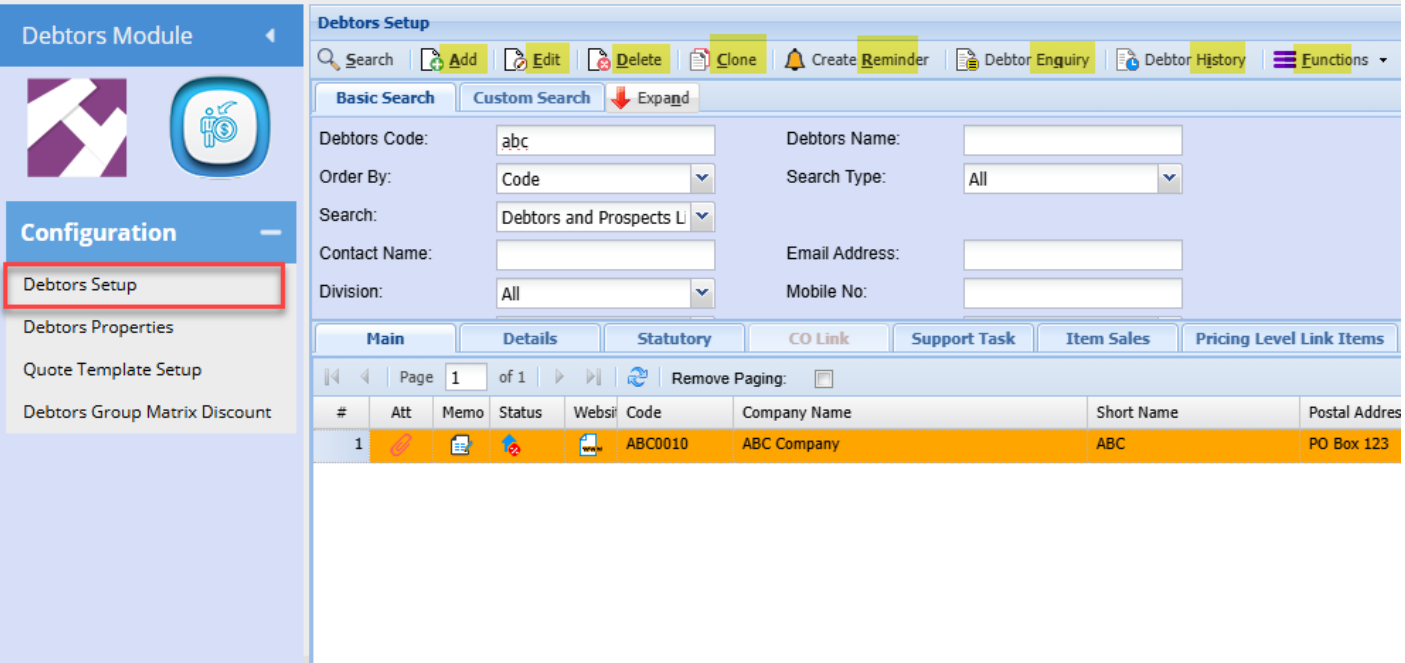
Search	Alt + S	Search
Find	Crtl + F	Find
Add	Alt + A	Add
Quick Add	Alt + Q	Quick Add
Edit	Alt + E	Edit
Delete	Alt + X	Delete Button

Save	Alt + S	Save
Close	Alt + C	Close
Save and Close	Alt + V Alt + Y	Yes
Save and New	Alt + N	New
Print	Alt + P	Print
Tabs - Tab 1 Main	Alt + 1	Selects 1st Tab
Tabs - Tab 2	Alt + 2	Selects 2nd Tab
Tabs - Tab 3	Alt + 3	Selects 3rd Tab
Tabs - Tab 4	Alt + 4	4th Tab
Tabs - Tab 5	Alt + 5	5th Tab
Tabs - Tab 6	Alt + 6	6th Tab
Tabs - Tab 7	Alt + 7	7th Tab
Tabs - Tab 8	Alt + 8	8th Tab
Memo	Alt + M	Memo
Attachment	Alt + T Alt + D	Document
Reminder	Alt + R	Reminder
Alert	Alt + W	Alert
Process	Alt + O Alt + G	Go
Barcode Print	Alt + B	Barcode Print
First button row	Alt + 0	Focus on Attachment or first button on top row
Function button row	Alt + 9	Focus on Add

First grid line focus	Alt + I	Highlights First Line on the Grid
Close Button Focus	Alt + T	Focus on Close Button
Authorise Sales Order	Alt + Z	Authorise document

Keyboard keys will be indicated with a bold letter and underscore

An example of this is Debtors setup ([View keys](#))



Print Keys

Focus on Print - click enter to print

Tab between buttons

Print	Alt + P	Print
Email	Alt + E	Email
Email Self	Alt + S	Email Self
Close	Alt + C	Close window
Delivery Note	Alt + D	Print delivery note
Email Supplier	Alt + R	Email supplier

Picking Slip	Alt + H	Print Picking Slip
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Print1

Email2

Print Del. Note5

Tab

Email To Self3

Close4

Email Supplier6

Print Picking Slip7

8

Sales Order

HUGE ERP

Sales Order To:

Acct. No: ABC0010

ABC Company

111 Moorhouse street

Christchurch

Canterbury

New Zealand

malcolmwgranville@gmail.com

www.abccompany.co.nz

Huge ERP DEMO

Address: Wanaka WH, 12 Signup Road, City Central,

Christchurch, New Zealand 8000

Phone: +64 22 123456

@erpsolutions.co.nz

psolutions.co.nz

345

Delivery Address:

ABC Company

111 Moorhouse street

Christchurch

Canterbury

New Zealand 8001

Alt + P = Print

Alt + E = Email

Alt + S = Email self

Alt + C = Close

Alt + D = Delivery Note

Alt + R = Email supplier

Alt + H = Print Picking Slip

Description: New sales order

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