

ShortCuts SE

Common to Most Screens

Batch Payment [Utilities] = **F5**
 BPS menu = **Alt + B**
 Configurations menu = **Alt + C**
 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** [ManagerPlus]
 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 >>>

Advance to next entry field = **Tab**
 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]
 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 = Alt + P
Check Profit = F12	Part <u>K</u> it list = Alt + K
<u>C</u> onvert to Invoice = Alt + O [RO]	Pay/ <u>P</u> ost Invoice = Alt + O [Invoice]
<u>C</u> onvert to Order = Alt + O [Estimate]	Print = Ctrl + P
<u>C</u> ustomer = Alt + C	Re <u>p</u> air = Alt + A
<u>E</u> stimator = Alt + S	<u>R</u> evision screen = Alt + R
<u>E</u> xit (WIP) = Alt + X	<u>S</u> ublet entry = Alt + U
<u>H</u> istory = Alt + T	<u>T</u> SBs = Alt + B
<u>L</u> abor entry = Alt + L	<u>V</u> ehicle screen = Alt + V
<u>M</u> aintenance Schedules = Alt + M	WIP screen = Esc
<u>N</u> otes entry = Alt + N	

Revision Screen

Canned <u>J</u> obs 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
<u>L</u> abor entry = Alt + L	Sub-Estimate <u>7</u> = Alt + 7
<u>M</u> aintenance Schedules = Alt + M	Sub-Estimate <u>8</u> = Alt + 8
<u>N</u> otes entry = Alt + N	Sub-Estimate <u>9</u> = Alt + 9
<u>O</u> rder screen = Alt + O	<u>S</u> ublet entry = Alt + U
<u>P</u> arts entry = Alt + P	<u>T</u> SBs = Alt + B
Part <u>K</u> it list = Alt + K	<u>V</u> ehicle screen = Alt + V
Print = Ctrl + P	WIP screen = Esc
Re <u>p</u> air = Alt + A	

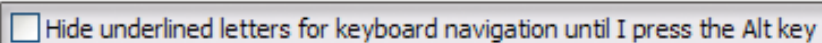
History Screen

<u>C</u> ustomer = Alt + C	<u>R</u> evision screen = Alt + R [5 tab view]
<u>D</u> etail = Alt + D	<u>S</u> earch = Alt + H
<u>E</u> xit (WIP) = Alt + X	<u>U</u> n-post selected invoice = Alt + N
<u>O</u> rder screen = Alt + O [5 tab view]	<u>V</u> ehicle screen = Alt + V
Print = Ctrl + P [Invoice 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:



Then click OK to save it.