

**Standard Keyboard Shortcuts:**

Key	Menu Functions
F1	Screen help
F2	Main Menu
F3	RETAIL / INTERNET CUSTOMER screen
F4	MAIN ACCOUNT ENTRY screen
F6	CATALOG screen with the default retail customer in focus
F7	INVOICE screen
F8	MAIN PART ENTRY screen
F10	SHELF SOURCING screen
F11	Windows menu (a list of screens that are currently open)
F12	Interchange window (catalog dependent)
Key	Edit Functions
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Enter	Moves the cursor forward one field.
Tab	Moves the cursor forward one field.
Shift + Tab	Moves the cursor backward one field.
Page Up	PREV (Previous) button
Page Down	NEXT button
LEFT ARROW	Navigates the cursor one character to the left.
RIGHT ARROW	Navigates the cursor one character to the right.
UP ARROW	Navigates the cursor one line upwards.
DOWN ARROW	Navigates the cursor one line downwards.
Delete	DEL button
Esc	CLOSE button (Closes the current screen)
F5	EDIT button (Maintenance screens only)
F9	UPD (Update) button (Maintenance screens only)
Key	Reporting Functions
Esc	CLOSE
Ctrl + R	RESET
Ctrl + D	DISPLAY
Ctrl + W	PREVIEW
Ctrl + P	PRINT
Ctrl + E	EXPORT

**Invoice Accelerator Key Screen Rules:**

- The ALT accelerator key is represented with an underline on the button. For example, C represents ALT + C and if pressed together, the CUSTOMER LOOKUP button activates and opens the FIND CUSTOMER window.

- The CTRL accelerator key is represented with brackets on the button, for example, [L] represents CTRL + L and if pressed together, the PART DETAIL button activates and opens the PART DETAIL window.
- Accelerator key functionality depends on the status of the ticket. For example, CTRL + D will only open the Item Price Plan window when a part is on the sell line.

(Black = POS screen button / Red = buttons on pop-up opened from POS screen button)

Hold Key	Accelerator Key	Invoice Screen Functions
Alt	C	CUSTOMER LOOKUP – FIND CUSTOMER pop-up
Alt	S	SEARCH (in FIND CUSTOMER pop-up)
Alt	N	ADD NEW CUSTOMER (in FIND CUSTOMER pop-up) – Opens ADD NEW RETAIL CUSTOMER pop-up
Alt	O	OK (in FIND CUSTOMER pop-up)
Alt	C	CANCEL (in FIND CUSTOMER pop-up)
Alt	D	CUSTOMER DECLINE (in FIND CUSTOMER pop-up, after declining to identify customer)
Alt	E	VIEW CUSTOMER (in FIND CUSTOMER pop-up)
Alt	F	REF – EXISTING INVOICE REFS pop-up
Alt	G	CATALOG
Alt	U	SOURCE IT – ADVANCED SOURCING screen
Ctrl	L	PART DETAIL
Alt	M	MOD – SELECT MODIFIER pop-up
Alt	L	LINE – BROWSE LINE CODES pop-up
Alt	P	PN/SKU/UPC – FIND PART pop-up
Alt	L	LINE (in FIND PART pop-up)
Alt	O	OK (in FIND PART pop-up)
Alt	C	CANCEL (in FIND PART pop-up)
Alt	N	NONSKU LOOKUP (in FIND PART pop-up)
Ctrl	D	ITEM PLAN PRICE pop-up
Alt	S	SCAN / SELL
Alt	D	DESCRIPTION – FIND PART pop-up
Ctrl	1	CUST (When VEHICLE tab is displayed)
Ctrl	2	VEHICLE (When CUST tab is displayed)
Alt	V	VIEW CUSTOMER – RETAIL/INTERNET CUSTOMER screen or MAIN ACCOUNT ENTRY screen
Alt	A	CHANGE CUSTOMER – FIND CUSTOMER pop-up
Alt	H	SHIP TO –SHIP TO ADDRESS pop-up
Ctrl	P	PARTNERSHIP – FIND PARTNERSHIP pop-up
Alt	Y	QTY RESERVE – ON RESERVE pop-up
Alt	B	ON ORD/INBOUND
Alt	O	ON ORDER (in ON/ORD/INBOUND pop-up)
Alt	I	INBOUND (in ON/ORD/INBOUND pop-up)
Ctrl	E	EDIT – PRICE EDIT pop-up
Alt	I	PRICE LOOKUP
Ctrl	I	INVOICE NOTE – INVOICE NOTES pop-up
Alt	U	UNDO
Alt	1	INVOICE IMAGE – INVOICE IMAGE pop-up
Alt	2	LISA – LISA TRANSACTIONS REPORT screen
Alt	3	PART LEDGER – PART LEDGER REPORT screen
Alt	4	CLOSE
Alt	T	TOTAL
Alt	E	QUOTE
Alt	N	INVOICE

**Keyboard Shortcuts**

**57.3 PartsWatch**

Alt	O	CANCEL ORDER
Alt	R	ROA – PAYMENTS RECEIVED ON ACCOUNT window
Alt	C	CUSTOMER LOOKUP – FIND ACCOUNT pop-up
Alt	V	VIEW ENTRIES
Alt	S	STATEMENT – SEND STATEMENT OPTIONS pop-up
Alt	P	DEFAULT PRINTER – SELECT PRINTER pop-up
Alt	T	TENDER – ROA TENDER pop-up
Alt	L	CANCEL