

KEYBOARD SHORTCUTS HELP

Important Note: All keyboard shortcuts will **not function** when your cursor focus is inside a text area or input field, such as a dropdown menu. This is to prevent undesirable events from happening.

Global: Navigation

Shortcut Keys	Related Action
? OR Shift+ /	Open Keyboard Shortcuts Help
/	Open Quick Search
ESC	Close any open Modal or Pop-up
Tab	Move Focus to Next Field or Item
Space	Select/Deselect Item in focus
g then m then s	Go to Module Sales
g then m then d	Go to Module Design
g then m then p	Go to Module Production
g then m then a	Go to Module Accounting
g then m then v	Go to Module Purchasing (Vendors)
g then m then r	Go to Module Reports
g then m then m	Go to Module Management
g then m then u	Go to User Preferences
g then h	Go to Home Page of Current Module

Design Module: Navigation

Shortcut Keys	Related Action
q then r	Queues - Design Review
q then e	Queues - Design Estimate
q then w	Queues - Design Work In Progress (WIP)
q then a	Queues - Awaiting Approval
q then u	Queues - Upcoming

Production Module: Navigation

Shortcut Keys	Related Action
q then w	Queues - Work In Progress (WIP)
q then v	Queues - Vended
q then q	Queues - Quality Control
q then i	Queues - Installation
q then d	Queues - Delivery
q then h	Queues - Shipping
q then p	Queues - Awaiting Pickup
q then u	Queues - Upcoming

Sales Module: Navigation

Shortcut Keys	Related Action
g then c	Go to Customer Search
g then o	Go to Order Search
g then e	Go to Estimate Search
g then p	Go to Customer Payments
q then e	Queues - Estimate
q then d	Queues - Estimates in Design
q then r	Queues - Sales Review
q then c	Queues - Customer Action Needed
q then w	Queues - Work In Progress (WIP)
q then v	Queues - Vended
q then b	Queues - Built
q then p	Queues - Past Due
q then a	Queues - On Account

Sales Module: Action

Shortcut Keys	Related Action
n then o	New Order
n then e	New Estimate
n then q	New Quick Price
n then c	New Customer

Sales Module: Order / Estimate Entry

Shortcut Keys	Related Action
a then p OR a then f	Add Part (to last product on page)
a then r	Add Product
a then q	Add Quick Product
a then m OR a then d	Add Modifier (to last part in edit mode)
F2	Next Step
F1	Previous Step