<u>Knowledgebase</u> > <u>SalesPad</u> > <u>Troubleshooting</u> > <u>SalesPad Shortcut Keys</u>

# SalesPad Shortcut Keys

Megan De Freitas - 2024-11-22 - Troubleshooting

## SalesPad All Areas:

Alt+F Toolbar - File menu

Alt+M Toolbar - Modules menu

Alt+V Toolbar - View menu

Alt+H Toolbar - Help menu

Alt+F4 - Close program

Alt+Spacebar - Resize/Move/Close SalesPad

Ctrl+Tab - Switch between open tabs

Ctrl+F4 or Alt+C - Close Current Tab

Ctrl+I - Insert

Ctrl+D - Delete

#### Grid Keys:

 ${\downarrow}\,$  - Move down one record on grid

1 - Move up one record on grid

 $\leftarrow$  - Move left one column on grid

 $\rightarrow$  - Move right one column on grid

Spacebar - Select/Click for linked items

Ctrl+MP - Expand all groups (5.3.16)

Ctrl+MO - Collapse all groups (5.3.16)

## **Confirmation Windows:**

Alt+Y - Yes

Alt+N - No

Alt+C - Cancel

### **Customer Search:**

Alt+N - New Customer

Alt+S Search Options - Starts With (mark checkbox)

Enter - Start Search

Customer Card:

Alt+S - Save

Alt+P - Print (5.3.17)

Alt+Q - New Quote Alt+O - New Order Alt+I - New Invoice Alt+R - New Return Sales Document/Purchase Order Search: Alt+B - Match Beginning Enter - Start Search Standard Order/Quote/Invoice/Return: Alt+S - Save Alt+P - Print (5.3.17) Alt+N - New Line Item (Must be on Line Items Tab) Enter - Add New Line Item (When on existing Line Item) **Counter Sales:** Alt+S - Save Alt+O - New Order Enter - Start Search Sales Monitor: Alt+S - Move to Search Field Alt+R - Move to Sales Rep Selector Vendor Search: Alt+N - New Vendor Enter - Start Search Vendor Card: Alt+S - Save Alt+T - Create New Standard PO Alt+D - Create New Drop Ship PO **Standard Purchase Order:** Alt+S - Save Alt+P - Print (5.3.17) Alt+N - New Line Item (Must be on Line Items Tab) Enter - Add New Line Item (When on existing Line Item) **Quick Reports:** Alt+C - Copy current cell Alt+C - Copy all highlighted rows when multiple rows are selected (5.3.16 + Quick Report's Properties must Allow Multiselect)

Alt+CR - Copy current row (5.3.16)

### **Inventory Lookup:**

Alt+B - Match Beginning Alt+3 - Search 3rd Party Catalog (mark checkbox) Alt+I - Move to Item # Field Alt+D - Move to Description Field Enter - Start Search Inventory Transaction Entry: Alt+S - Save Alt+P - Print (5.3.17) Enter - Add New Line Item (When on existing Line Item) In-Transit Transfer Entry: Alt+S - Save Alt+P - Print (5.3.17) Alt+N - New Line Item (Must be on Line Items Tab) **Inventory Transfers:** Alt+N - Create New Transfer **Inventory Analysis:** Alt+S - Save **Item Agg Pricing:** Alt+S - Save Item Attribute Class Editor: Alt+S - Save Item Config Maint: Alt+S - Save Alt+N - New Option **Special Pricing Maint:** Alt+S - Save **PreAuth Batch Processing:** Alt+S - Search **Purchased Line Editor:** Alt+S - Save **Receiving:** Alt+S - Save **Cash Receipts:** Alt+S - Save

**Customer Discount Maint:** 

Alt+S - Save

**Customer Discount:** 

Alt+S - Save

Email Template Editor:

Alt+S - Save

Import Manager:

Alt+S - Save

Mobile User Manager:

Alt+S - Save

**Payment Processor Setup:** 

Alt+S - Save

Script Manager:

Alt+S - Save

Security Editor

Alt+S - Save

Settings:

Alt+S - Save

Workflow Setup:

Alt+S - Save

If the Button Caption includes the & symbol, the first letter after the & symbol becomes a "Hotkey" in the order entry window:

prkflow 🛛 🗐 Import Workflow										
Workflow Queues										
rkflow	🔛 New Queue 🛛 Delete Selected Queues 🧳 Resequence Queues									
♥		Seq /	Queue	Ø	Button Caption	n N	Vext Qu			
		0	PENDING ORDER		&Release	A	CTIVE			
*		5	ON HOLD		&Release	A	ACTIVE			

For example, a Button Caption equal to "&Release" makes Alt+R trigger the release of the sales document.

	谢 Tra	nsfer	🔷 <u>R</u> elease
	0] [-9.09%]		
ORDER	Misc Charge:		0.00
-	Discount:		0.00
<b>•</b> X	Freight:		0.00