SalesPad Shortcut Keys

Cavallo Support - 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:

↓ - Move down one record on grid

↑ - Move up one record on grid

← - Move left one column on grid

→ - 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

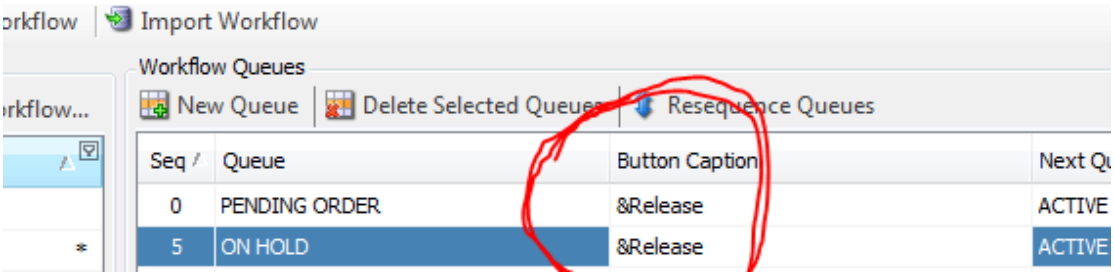
Settings:

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:



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

