



## 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:**

↓ - 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:

Seq #	Queue	Button Caption	Next Queue
0	PENDING ORDER	&Release	ACTIVE
5	ON HOLD	&Release	ACTIVE

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

Transfer | Release

Totals - GM: [-\$12.00] [-9.09%]

Misc Charge: 0.00

Discount: 0.00

Freight: 0.00

ORDER