

Keyboard Shortcuts

Last Modified on 22/01/2025 11:03 am EST

OPTION	FUNCTION KEY	CTRL	SHIFT	ALT
Duplicate Booking	F1			✓
Quick Look	F2			
New Inquiry	F3			
Change Operator	F3	✓		
Open	F4			
Print Booking Hardcopy	F5			
Account Payment	F5	✓		
Print Invoice	F6			
Check out Booking	F6		✓	
Return - Find from Barcode	F7			
Return Booking	F7	✓		
Shortage Page	F8			
Customers	F9			
Shortage List	F9	✓		
Setup Inventory	F10			
Print Quotation	F10	✓		
Audit Trail	F10			✓
Change Tabs	Tab	✓		
Cancel	Delete		✓	
View Checkout session information for highlighted booking	S	✓		
Find booking by booking code and open booking	B	✓		✓
Packing List	P	✓		