ACCELERATOR KEYS - Using the following keyboard keys can help you navigate faster around BPOS.

ON MAIN SCREEN

CLT + T   Lookup Ticket by Ticket #

CLT + C   Lookup Customer by Customer #

ON MOST POP-UP AND SEARCH SCREENS

ESCAPE   Exit out of pop-up

ENTER   "FIND" after criteria is entered (*some screens required hitting ENTER twice*)

ENTER   "SELECT" if the item is highlighted

ON TICKET (LINE ITEM TAB)

Alt + A   Append (add) New Item (*at end of all other items*)

Alt + I   Insert New Item (*will insert new item <u>above</u> highlighted item*)

Alt + E   Edit Item (*item must be highlighted*)

Alt + D   Delete Item (item must be highlighted)

Alt + T   Toggle Decline line item

Alt + C   Append (add) Comment (*at end of all other items*)

Alt + K   Insert Comment Before Selected Item

Alt + Minus   Insert Separator Bar (*between items of packages*)

Alt + S   Create Shop Credit (*credit shop supplies*)

Alt + F   Jump to Inventory Lookup Screen

ON INVENTORY LOOKUP SCREEN

Alt + Q   (Pop-up) Type quantity + **ENTER** (will take line item and quantity to ticket)

ACCELERATOR KEYS CHEAT SHEET - This page contains the SAME accelerators as page #1. If you want, you can print out this small cheat sheet and keep it near your keyboard to help learn the accelerator keys in BPOS.

ON MAIN SCREEN
CLT + T   Lookup Ticket by Ticket #
CLT + C   Lookup Customer by Customer #

ON MOST POP-UP AND SEARCH SCREENS
ESCAPE   Exit out of pop-up
ENTER   "FIND" after criteria is entered
ENTER   "SELECT" if the item is highlighted

ON TICKET (LINE ITEM TAB)
Alt + A   Append (add) New Item
Alt + I   Insert New Item
Alt + E   Edit Item
Alt + D   Delete Item
Alt + T   Toggle Decline line item

Alt + C   Append (add) Comment
Alt + K   Insert Comment Before Selected Item
Alt + Minus   Insert Separator Bar

Alt + S   Create Shop Credit
Alt + F   Jump to Inventory Lookup

ON INVENTORY LOOKUP
Alt + Q   Type quantity for line item