The Uniform Solution for Windows

Keyboard Shortcuts

Application Hot Keys

Key	Activity
F1	Help
Ctrl + I	Create Invoice
Ctrl + K	Clock In/Out
Ctrl + N	Inventory List
Ctrl + P	Purchase Order List
Ctrl + R	Receiving/Transfer List
Ctrl + U	Customer List
Ctrl + Y	Receive a Payment
Ctrl + O	Open Specials & Layaways List
Ctrl + M	Vendor/Mfg List
Ctrl + S	Sales by Date List
Ctrl + Q	Quote List
Ctrl + T	Tag Queue Options
Ctrl + D	Open Cash Drawer
Ctrl + F5	Maximize a window
Ctrl + F8	Cascade all windows
Ctrl + F9	Close all widows
Ctrl + F10	Log off current user

Date Field Hot Keys

Key	Activity
T	**T**oday
+ (plus key)	Next day
- (minus key)	Previous day
M	First day of **M**onth
H	Last day of Mont**h**
Y	First day of **Y**ear
R	Last day of Yea**r**
Arrow down	Calendar

Navigation Hot Keys

Key	Activity
Insert	Add a record to a List
Enter	Change a record on a List
Delete	Delete a record on a List
Ctrl + L	Select the List control on a window
Ctrl + Page-Up	Scroll to the top of a List
Ctrl + Page-Down	Scroll to the bottom of a List
Ctrl + Enter	Select OK on a Form
Shift + Escape	Select Cancel on a Form

Scan/Quantity Field - Quick Entry Actions

Action	Values	Description
New Item	100 to 10,000,000 or a UPC barcode	Add a new item to the transaction
New Misc Item	Asterisk + Price (i.e. *10.25)	Add a new miscellaneous item
Discount	.00 to .99	Sets the discount off retail for an item
Quantity	-1 to –99, 1 to 99, and Q + Number	Sets the quantity for an item
Fixed Price	1.00 to 10,000.00	Sets the item's selling price to a fixed price

Scan/Quantity Field - Invoice Actions

Action	Values	Description
New Customer	###-####, or ###-###-####	Lookup a customer by phone number
New Customer	3 or more characters (i.e. SMITH)	Lookup a customer by last name

Scan/Quantity Field - Item Status Keys

Key	Description
P	**P**urchase
R	**R**eturn
S	**S**pecial Order
W	**W**ork Required
DS	**D**rop **S**hip
F6	Item Notes
T	**T**oggle taxable status on/off
TA	Toggle sales **T**ax rate **A** on/off
TB	Toggle sales **T**ax rate **B** on/off
TC	Toggle sales **T**ax rate **C** on/off