

## Using POS•IM Shortcuts

Shortcut keys have been assigned to make the navigation of POS•IM easier and faster. We recognize the need to perform point-of-sale functions without the use of a mouse or multiple Tab keystrokes. On an Open Invoice, use these short cut keys.

### Standard Invoice Short Cuts

Key	Command	Key	Command	Key	Command
<b>F1</b>	Cash Payment	<b>F7</b>	Discover	<b>Esc</b>	Don't Post / Cancel
<b>F2</b>	Check Payment	<b>F8</b>	Gift Card/Cert.	<b>Ctrl+W</b>	Close Window
<b>F3</b>	On Acct Charge	*	Move to Qty field	<b>Alt+P</b>	Print Last Invoice
<b>F4</b>	MasterCard	/	Move to Price field	<b>Ctrl+P</b>	Print Gift Receipt
<b>F5</b>	VISA	-	Line Item Discount	<b>Ctrl+Q</b>	Survey Question Prompt
<b>F6</b>	American Express	+	Line Item Margin Markup		

### Screen Specific Short Cuts

Key	FULL SCREEN	SMALL SCREEN	POS SCREEN
<b>F9</b>	Calculate Invoice Total	Calculate Invoice Total	Invoice Discount
<b>F10</b>	Create new Wkg Invoice	Create new Wkg Invoice	Enter Price Level
<b>F11</b>	Create new Customer	Create new Customer	Enter Customer
<b>F12</b>	Post Invoice/Ship To List All	Post Invoice	Post Invoice
<b>Insert</b>	Item List All	Item List All	Select Item
<b>Home</b>	Move to Company Name	Move to Company Name	X
<b>End</b>	Move to next Item Line	Move to next Item Line	X
<b>Ctrl+\</b>	Move to Disc %	Move to Disc %	X
<b>Ctrl+/<b></b></b>	Move to Price Level (L)	Move to Price Level (L)	X
<b>Ctrl+Del</b>	Deletes item line above	Deletes item line above	X
<b>Ctrl+F12</b>	Calculate Invoice Total	Calculate Invoice Total	Type of Payment Screen
<b>Ctrl+0</b>	X	X	Debit Payment
<b>Ctrl+1</b>	X	X	Credit Slip Payment
<b>Ctrl+2</b>	Add Comments	Add Comments	Other 1 Payment
<b>Ctrl+3</b>	X	X	Other 2 Payment
<b>Ctrl+8</b>	X	X	House Credit Card Payment
<b>Ctrl+9</b>	X	X	Other Credit Card Payment
<b>Ctrl+A</b>	X	X	Create New Customer
<b>Ctrl+B</b>	X	X	Void Item(s)
<b>Ctrl+E</b>	X	X	Edit List All
<b>Ctrl+H</b>	Type of Payment Screen	Type of Payment Screen	X
<b>Ctrl+L</b>	X	X	Log Off
<b>Ctrl+T</b>	Toggle between printers	Toggle between printers	Enter Taxes
<b>Alt+S</b>	Move to Salesperson field	Move to Salesperson field	X

For a cheap price of \$15 you can purchase some stickers for your keyboard to help you remember all your keys!

