



Keyboard Shortcuts

F1	General Online Help
F2	Clears field; restores default data
F5	Opens Contact screen from To -code field or Refresh document in Preview mode
F7	Spell checks field
F9	Opens lookup table
F11	Opens Loan Funding Summary
Page Up	Opens previous screen in list
Page Down	Opens next screen in list
Esc	Closes screen
Tab	Advances to next field
Arrow Keys	In a grid, advances field-to-field
Down Arrow	In a date field, enters today's date
Alt + ↓	Opens drop-down menu
Alt + underlined letter	Activates/selects the item
Alt + Ø	Additional Title Charges screen
Ctrl + C	Copies highlighted text
Ctrl + D	Opens Document tab
Ctrl + E	Expands scrollable text field to window
Ctrl + N	Opens new order
Ctrl + R	Opens Register
Ctrl + S	Saves order
Ctrl + V	Pastes highlighted text
Ctrl + W	Opens Work Items queue
Ctrl + Alt + 2	Opens CDF Pg2-Sections A-J screen
Ctrl + Alt + 3	Opens CDF Pg3-Sections K-N & Calc Cash to Close screen
Ctrl + Alt + G	Copies order number to clipboard
Ctrl + Alt + C	Manually sets order status to Closed
Ctrl + Alt + X	Manually sets order status to Canceled
Contact Lookup Code	new – add to lookup table one – one-time use, DO NOT add to table upd – update lookup table move – move a person to another co.
Customized Shortcuts	

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