

OSTENDO FUNCTION KEYS

SIMPLE FUNCTION KEYS

F1 Help

F2 Where a 'Notes' field has limited visible space for data entry, clicking F2 will open a separate screen for entry of the extended notes

F3 This functions as a 'Look Up' shortcut in the following instances

- For fields with a Look Up (spyglass) icon this will display the table.
- For 'Notes' fields the 'Frequently Used Text' screen will be presented for selection of the Text/Phase.

F4 When cursor is positioned within a field that has a dropdown then this enables the dropdown list to be displayed. Also if the cursor is in a 'Notes' field then this will immediately add a data string showing the current date and time plus the current user. E.g. [01/02/2012 11:01:39a.m - ADMIN]

F5 'Add' a new record. On multi-line entry screens this button will save the current line and automatically move the cursor to a new line (I.e - a combined F6 & F5 function)

F6 'Save' the current record

F7 'Cancel' information keyed in since accessing the record or 'Save' was selected

F8 'Delete' the current record

Tab Move from field to field

Space Bar Check or Uncheck a checkbox

Home Go to the first record in List view

End Go to the last record in List view

Page Up Display previous 'Page' of data in 'List' view

Page Down Display next 'Page' of data in 'List' view

Space Bar 'Check' or 'Uncheck' a checkbox





JOINT FUNCTION KEYS

Alt + F4 This will close the current Ostendo screen

Shift + F5

When in Job Orders, Sales Orders, Assembly Orders, Purchase Orders and Direct Invoicing screens this will automatically save the current Order details and bring up a panel for creation of a new order

Ctrl + Tab

Move from left to right across a suite of screens. E.g. if the current view contains List, Details, Lines and Variants tabs then Ctrl Tab takes you forward through these tabs

Ctrl + W

If multiple screens are open at any one time then Ctrl + W will toggle between the current screen and the previous screen. If you click Ctrl W and keep the Ctrl key pressed a panel will appear showing all current opened screens. You can now use 'W' key to select one of the current open screens

Shift + Ctrl + Tab

Allows you to move from right to left across a suite of screens E.g. if the current view contains List, Detail, Lines & Variants tabs the Ctrl Tab takes you back through these tabs

Shift/Tab

Move backwards from field to the previous field

SALES FUNCTION KEYS

Ctrl-I Sends the Invoice to your printer

Ctrl-S Sends the Sales Order to your printer

PRINT FUNCTION KEYS

Ctrl-P Output to Printer

Ctrl-E Output to Email

Ctrl-S Output to Screen

