

Working Faster in eNsite Pro: Keyboard Shortcuts

Why Use Shortcuts?

Pointing and clicking with a mouse is easy, and it's often the best way to use a program when you're new to it. However, you'll soon get very familiar with programs you use daily. Once you know them, you want to enter information quickly – and the mouse is rarely the quickest way to work. It's often faster to keep your hands on the keyboard. Keyboard shortcuts are keys you can press instead of clicking your mouse. They make the most difference with procedures you do often: entering orders, for example, or posting payments in A/R.

We'll explain general shortcuts here, which work throughout eNsite Pro, and we'll also describe shortcuts for particular applications.

General Windows Shortcuts

Some shortcuts are built into the Windows operating system. Some useful ones include:

Start a process	Enter
Activate menu bar	Alt
Open active menu	Enter
Move between menus	Right and left arrow keys

Close active window	Alt + F4
Switch to the last window you used	Alt + Tab
Move forward through boxes or buttons	Tab
Move backward through boxes or buttons	Shift + Tab

General eNsite Pro Shortcuts

The following shortcuts work anywhere in eNsite Pro, with a few exceptions. (For example, F11 brings up standard reports, unless you're in order entry, where we use F11 for Order Notes.)

Create new record	Ctrl + A
Save	Ctrl + S
Delete	Delete
Find	F7
Close	Ctrl + Q
Help	F1
Next	F9
Previous	F10

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General eNsite Pro Shortcuts (continued)

Standard reports	F12
Custom reports	F11

To select the tabs within a window, use F2 for the first tab, F3 for the second tab, F4 for the third tab, and so forth, as shown below:



Accounts Receivable Posting Shortcuts

Add new posting	Ctrl + J
Adjust payment detail	Ctrl + P
Cancel	Ctrl + X
Change batch	Ctrl + B
Change invoice	Ctrl + K
Fax	F 8
Find customer	Ctrl + F
Payment selection	Ctrl + N
Post	Ctrl + O

Post changes	Ctrl + E
Post/New	Ctrl + W
Set grid	Ctrl + G
Summary explode	Ctrl + S
Unselect invoices for payment	Ctrl + U
View A/R history	Ctrl + H
View A/R specials	Ctrl + A
View customer info	Ctrl + C
View customer specials	Ctrl + M
View O/E history	Ctrl + I

Accounts Payable History Shortcuts

Set grid	Ctrl + S
View A/P notes	Ctrl + T
View discount notes	Ctrl + D
View vendor notes	Ctrl + V

Accounts Receivable History Shortcuts

Set grid	Ctrl + G
View A/R notes	Ctrl + R
View customer notes	Ctrl + C

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Customer Shortcuts

View auto bill	Ctrl + B
View contacts	Ctrl + N
View credit cards	Ctrl + C
View history	Ctrl + H
View tax district	Ctrl + T

Item Shortcuts

Bill of materials	Ctrl + B
Delete current item	Shift + Delete
History	Ctrl + H
Inventory contracts	Ctrl + I
Picture	Ctrl + D
Vendor contracts	Ctrl + U

Order Entry History Shortcuts

Find invoice	Ctrl + V
Fine line item	Ctrl + T
View A/R history	Ctrl + E
View customer maint.	Ctrl + C
View item maintenance	Ctrl + I

View order taker	Ctrl + K
View P/O history	Ctrl + H
View salesperson	Ctrl + P

Order Entry Shortcuts

Attention	Ctrl + A
Change item	Ctrl + I
Continue hold order	Ctrl + C
Create P/O for item	Ctrl + R
Create P/O for order	Ctrl + D
Customer company or description history	F 10
Customer item history	F 7
Customer usage history	Ctrl + S
End order	Ctrl + E
Order browse	Ctrl + B
Order history	F 5
Order notes	F 11
Order settings	F 6
Outstanding item on P/Os	Ctrl + O
Picture	Ctrl + P
Put order on hold	Ctrl + H
Release	Ctrl + G

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Order Entry Shortcuts (continued)

Settings	F 8
Shipping info changes	F 9
Uncatalog	Ctrl + U
Vendor comparison	Ctrl + M
Void order	Ctrl + V

P/O History Shortcuts

Find item	Ctrl + T
Find P/O	Ctrl + F
View item maintenance	Ctrl + I
View order entry history	Ctrl + H
View vendor maintenance	Ctrl + V

Salesperson Shortcuts

Contacts	Ctrl + N
Delete current salesperson	Shift + Delete
Function	Ctrl + F

Vendor Shortcuts

Contacts	Ctrl + N
Delete current vendor	Shift + Delete
Electronic invoicing parameters	Ctrl + E
Vendor alias	Ctrl + V