

# Shortcuts to frequently used forms

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## 1. Function keys

The function keys allow you to quickly open one of the OZOLS TMS sections



### The most frequently used Function keys:

**F6** - New Customer **order**

**F7** - New **Voyage/Expedition**

**F8** - **Forwarder** 's desktop

Function keys	Explanation
F2	♥ My favorites - a list of working modes compiled by myself
F3	👤 Information card of the cooperation partner
F4	📄 Machine/Trailer Details
F5	🔄 Redrawing (refreshing) information in the open window
F6	📦 New Customer order
F7	🚢 New Voyage/Expedition
F8	🏢 Forwarder desktop
F9	Work with debtors

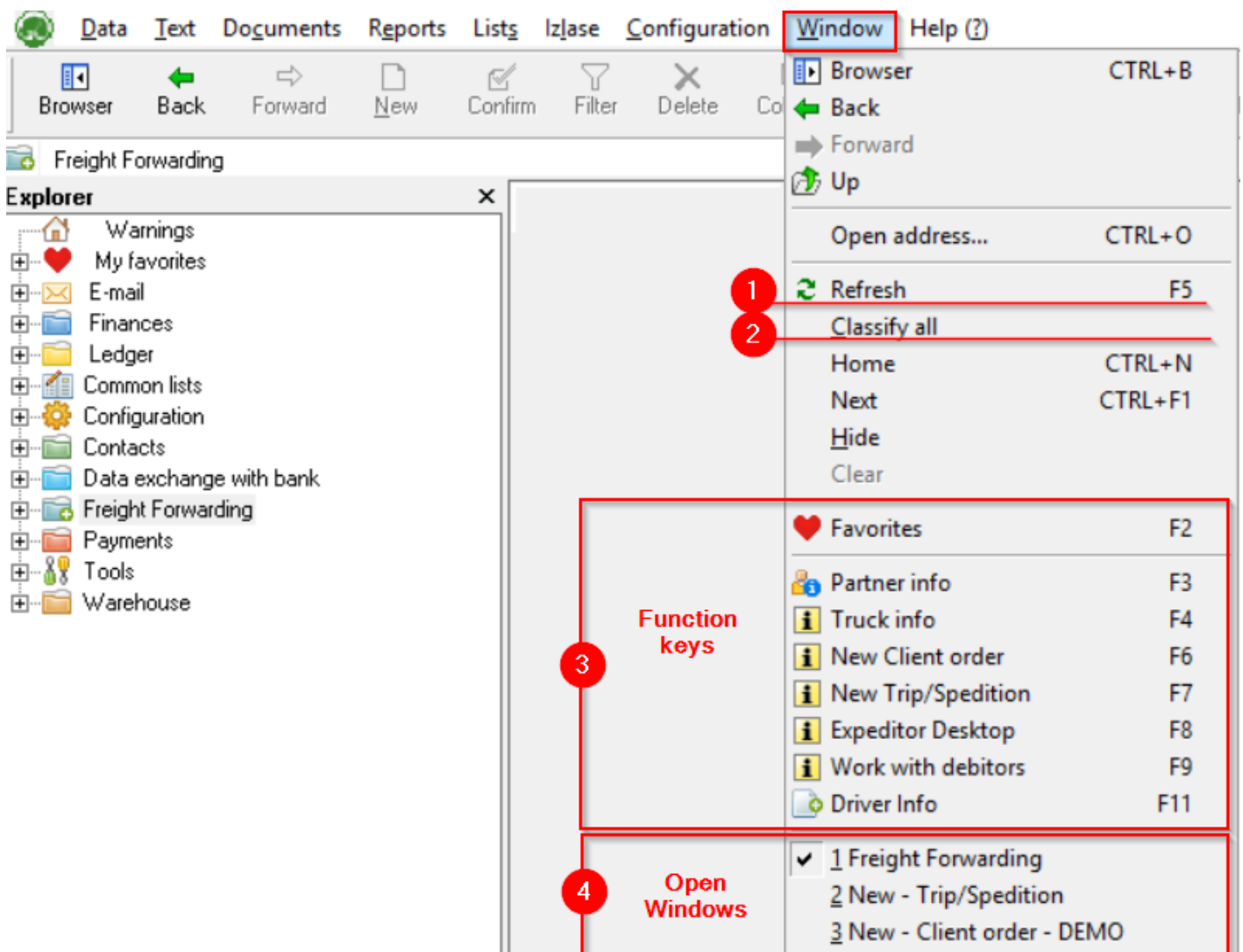
F11	 Saving and adding information
F12	 Retention and Closure of Information

If the Function keys **do not work** , press **Fn + Esc on the keyboard**

## 2. Opened windows and Function key summary

In main menu under **Window** you can find Opened windows and Function key shortcuts and summary

1. **Update data** in the currently open window **(F5)**
2. **Arrange all** creates a cascade of open windows. This allows you to quickly switch between open windows
3. Shortcuts to **function keys**
4. Opened windows - Helps to find collapsed windows



## 3. General key combinations in OZOLS TMS

Key combinations	Explanation
Tab	Navigating from field to field
Shift+Tab	Navigating from field to field backwards
Ctrl+Tab	Switch between form pages
Alt+Arrow Down	Opens a drop-down list for selecting a record
Shift+Arrow Down	Opens a drop-down extended list for selecting a record
Shift+Arrow Up	Opens the selected drop-down record or, if no record is selected, creates a new record
Alt+ underlined letter	The mouse cursor moves to the label field containing the underlined letter
Escape	Cancels changes to the open form
Enter	Saves open form data
Ctrl+G	Book document
Ctrl+P	Prints the selected document

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