

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 |

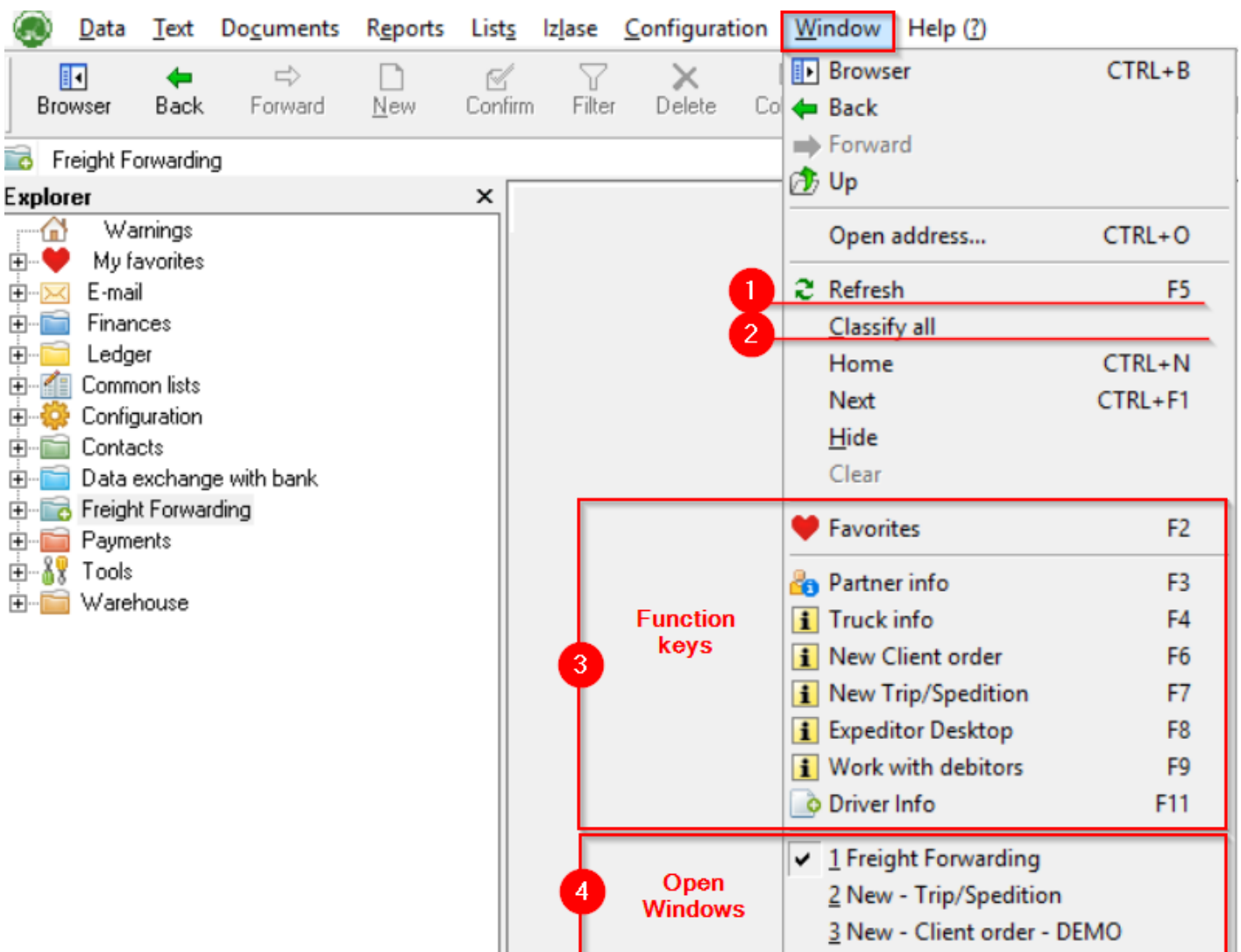
| | |
|-----|--|
| F11 |  Saving and adding information |
| F12 |  Retention and Closure of Information |

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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