

KEYBOARD SHORTCUTS

Cadzow TECH Pty. Ltd. – Developing Software For Business & Government ● Email hotline@cadzow.com.au ● Visit www.cadzow.com.au & click hotline ● Telephone (08) 8431 2912
 Cadzow Contact Manager (CM) ● Cadzow Time Manager (TM) ● Cadzow Training Manager (TR) ● Cadzow Job Manager (HM) ● Cadzow Call Stats Manager ● Cadzow Room Manager (RM)
 Cadzow Booking Manager (BM) ● Cadzow Accounts Receivable (AR) ● Cadzow Accounts Payable (AP) ● Cadzow Stock Control (SM) ● Cadzow Weblink

<i>Hold CONTROL & press key:</i>	* Alter Booking	*Copy Invoice, Purchase, Booking etc	* Cancel Booking	
<i>Hold SHIFT & press key:</i>	* Show my outstanding tasks ^{HM}	For the current field, zoom in on the text	*On invoices etc Show or Hide Extra Details ^{AR,AP}	*Add New Help Desk Job ^{HM}
<i>Press function key:</i>			*Search	*Add New
	F1	F2	F3	F4

*In an invoice, credit note or booking, show field prompts ^{AR, AP, BM, SM}		*On invoices, bookings etc create & link new job number ^{AR, AP, BM}	*On invoices, purchases etc apply unit multiplier ^{AR, AP}
*Print / Preview	Quick Load Organisation	Quick Load Transaction etc	Calculator
F5	F6	F7	F8

	*On invoices, bookings etc show job summary ^{AR, AP}	* Add New Time Entry TM	
Refresh	*In a POS ^{AR} invoice, add new cash sale	*Commit	Quick Load Stock SM
F9	F10	F11	F12

* denotes that it depends on the screen you are in and/or whether you have licenced the relevant software package. Version 10.08.010