## **DMS ORDER ENTRY SPECIAL KEYS**

F1 Any field Limited Help information is displayed if available. F2 When visible at the bottom A lookup query window is displayed. F3 When visible at the bottom Mark/Unmark an order as deleted. F5 In order number field Generate a NEW order number F7 Any field Exit order entry and go to main menu F8 Any field after order number F4 After generating a new order number F5 After generating a new order number F6 Any field Under the last order saved. F6 F7 F7 Name OR To Name field Display a list of departments to select from. F6 F8 F7 F8	KEY	WHEN	DESCRIPTION
F3 When visible at the bottom Mark/Unmark an order as deleted. F5 In order number field Generate a NEW order number F7 Any field Exit order entry and go to main menu F8 Any field after order number Show instructions & notes window F4 After generating a new order number F5 After generating a new order number F6 Any field United Un	F1	Any field	Limited Help information is displayed if available.
F5 In order number field Exit order entry and go to main menu F8 Any field Exit order entry and go to main menu F8 Any field after order number Show instructions & notes window F4 After generating a new order number F5 After generating a new order number F6 Any field Jumps from through fields to next group of fields. F4 In department id field Display a list of departments to select from. F4 From Name OR To Name field Copy bill to address to FROM or TO address F5 From Phone OR To Phone field Save FROM and TO addresses F6 From Phone OR To Phone field Move up or down in list of service types F6 In base price field Recalculate the base price F7 In base price field Display age the exception price window F7 In base price field Display order change log window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display additional charges window F1 Any field after order number Display attachments window F1 Driver Id field(s) Send a message to driver regarding details of the order Display driver pay out adjustment window F4 Driver Split % field(s) Display driver net pay window F4 Driver Split % field(s) Display dutiver net pay window F4 In POD field Display additional POD list window F4 In POD field Display additional POD list window	F2	When visible at the bottom	A lookup query window is displayed.
F7 Any field Exit order entry and go to main menu  F8 Any field after order number Show instructions & notes window  F4 After generating a new order number  F5 After generating a new order number  F6 Any field Jumps from through fields to next group of fields.  F4 In department id field Display a list of departments to select from.  F4 From Name OR To Name field Copy bill to address to FROM or TO address  F5 From Name OR To Name field Swap FROM and TO addresses  F5 From Phone OR To Phone field Save FROM or TO address to stady and the prompted Save the order  F4 In base price field Move up or down in list of service types  PGDN When prompted Confirm & save the order  F4 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display printer selection window and print an order ticket.  Shift+F8 Any field after order number Display order change log window  F12 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display attachments window  F11 Any field after order number Display attachments window  F5 Driver Id field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Id field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display additional POD list window  F4 In POD field Display additional POD list window  Cancel saving an order	F3	When visible at the bottom	Mark/Unmark an order as deleted.
F8 Any field after order number Show instructions & notes window F4 After generating a new order number F5 After generating a new order number F6 Any field Jumps from through fields to next group of fields. F4 In department id field Display a list of departments to select from. F4 From Name OR To Name field Copy bill to address to FROM or TO address F5 From Name OR To Name field Save FROM and TO addresses F5 From Phone OR To Phone field Save FROM or TO address to address history FGDN In Service Type field Move up or down in list of service types F5 In base price field Pisplay base prices for all service types available. F5 In base price field Display base prices for all service types available. F6 In base price field Display printer selection window and print an order ticket. F6 Any field after order number Display order change log window F12 Any field after order number Convert an order to a quote or quote to an live order F4 Other charge field Display additional charges window F11 Any field after order number Display attachments window F12 In bill to id field Display attachments window F13 Driver Id field(s) Send a message to driver regarding details of the order F6 Driver Id field(s) Display driver pay out adjustment window F1 Driver Split % field(s) Display driver net pay window F1 Driver Split % field(s) Display driver net pay window F1 Driver Split % field(s) Display driver net pay window F1 Driver Split % field(s) Display driver net pay window F1 Driver Split % field(s) Display driver net pay window F1 Driver Split % field(s) Display additional POD list window F1 Driver Split % field(s) Display additional POD list window F1 Driver Split % field(s) Display additional POD list window F1 Driver Split % field(s) Display additional POD list window F1 Driver Split % field(s) Display additional POD list window	F5	In order number field	Generate a NEW order number
F4 After generating a new order number F5 After generating a new order number F6 Any field F6 Any field Duplicate the last order saved F6 Any field Jumps from through fields to next group of fields. F4 In department id field Display a list of departments to select from. F4 From Name OR To Name field Copy bill to address to FROM or TO address F5 From Name OR To Name field Swap FROM and TO addresses F6 From Phone OR To Phone field Swap FROM or TO address to address history F6DN In Service Type field Move up or down in list of service types F6 In base price field Confirm & save the order F1 In base price field Display base prices for all service types available. Shift+F4 In base price field Display printer selection window and print an order ticket. Shift+F8 Any field after order number Display order change log window F12 Any field after order number Convert an order to a quote or quote to an live order F4 Other charge field Display additional charges window Shift+F2 In bill to id field Display atternative customer lookup window F11 Any field after order number Display atternative customer lookup window F11 Any field after order number Display atternative customer lookup window F11 Any field after order number Display atternative regarding details of the order Shift+F4 Driver Id field(s) Send a message to driver regarding details of the order Shift+F4 Driver Id field(s) Display driver pay out adjustment window F4 Driver Split % field(s) Display driver net pay window Shift+F2 From Name OR To Name field Display additional POD list window F4 In POD field Display additional POD list window Cancel saving an order	F7	Any field	Exit order entry and go to main menu
F5 After generating a new order number F6 Any field F6 Any field Jumps from through fields to next group of fields. F4 In department id field Display a list of departments to select from. F4 From Name OR To Name field Copy bill to address to FROM or TO address F5 From Name OR To Name field Swap FROM and TO addresses F6 From Phone OR To Phone field Save FROM or TO address to address history F6DN In Service Type field Move up or down in list of service types F6 In base price field F6 In base price field F7 In base price field Display base prices for all service types available. Shift+F4 In base price field Display edit exception price window Shift+F6 Any field after order number Display order change log window F12 Any field after order number Convert an order to a quote or quote to an live order F4 Other charge field Display additional charges window Shift+F2 In bill to id field Display attachments window F11 Any field after order number Display attachments window F11 Any field after order number Display attachments window F11 Any field after order number Display attachments window F11 Any field after order number Display attachments window F12 Any field after order number Display attachments window F13 Driver Id field(s) Display driver pay out adjustment window F14 Driver Split % field(s) Display driver net pay window Shift+F2 From Name OR To Name field Display additional POD list window F4 In POD field Display additional POD list window Cancel saving an order	F8	Any field after order number	Show instructions & notes window
F6 Any field Jumps from through fields to next group of fields.  F4 In department id field Display a list of departments to select from.  F4 From Name OR To Name field Copy bill to address to FROM or TO address  F5 From Name OR To Name field Swap FROM and TO addresses  F6 From Phone OR To Phone field Save FROM or TO address to address history  PGDN In Service Type field Move up or down in list of service types  F6 In base price field Recalculate the base price  F6 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display edit exception price window  Shift+F6 Any field after order number Display order change log window  F12 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display attachments window  F11 Any field after order number Display attachments window  F12 F1 Any field after order number Display attachments window  F11 Any field after order number Display attachments window  F11 Any field after order number Display driver pay out adjustment window  F14 Driver Id field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display customer specific address history lookup window  F4 In POD field Display additional POD list window  ESC When prompted Cancel saving an order	F4	After generating a new order number	Create a RETURN order for the last order saved.
F4 In department id field Display a list of departments to select from. F4 From Name OR To Name field Copy bill to address to FROM or TO address F5 From Name OR To Name field Swap FROM and TO addresses F6 From Phone OR To Phone field Save FROM or TO address to address history  PGDN In Service Type field Move up or down in list of service types  PGDN When prompted Confirm & save the order F4 In base price field Pisplay base prices for all service types available.  Shift+F4 In base price field Display edit exception price window  Shift+F6 Any field after order number Display order change log window  F12 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display additional charges window  F11 Any field after order number Display attachments window  F5 Driver Id field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Split % field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display additional POD list window  ESC When prompted Cancel saving an order	F5	After generating a new order number	Duplicate the last order saved
F4 From Name OR To Name field Copy bill to address to FROM or TO address F5 From Name OR To Name field Swap FROM and TO address to address history  PGDN In Service Type field Move up or down in list of service types  PGDN When prompted Confirm & save the order  F4 In base price field Recalculate the base price  F5 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display printer selection window and print an order ticket.  Shift+F8 Any field after order number Display order change log window  F12 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display attermative customer lookup window  F11 Any field after order number Display attenments window  F5 Driver Id field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display additional POD list window  F4 In POD field Display additional POD list window  ESC When prompted Cancel saving an order	F6	Any field	Jumps from through fields to next group of fields.
F5 From Name OR To Name field Swap FROM and TO addresses F5 From Phone OR To Phone field Save FROM or TO address to address history  PGDN In Service Type field Move up or down in list of service types  Confirm & save the order  F4 In base price field Recalculate the base price F5 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display edit exception price window  Shift+F6 Any field after order number Display order change log window  F12 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display attachments window  F11 Any field after order number Display attachments window  F5 Driver Id field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Split % field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display additional POD list window  F4 In POD field Display additional POD list window  Cancel saving an order	F4	In department id field	Display a list of departments to select from.
F5 From Phone OR To Phone field Save FROM or TO address to address history  PGDN In Service Type field Move up or down in list of service types  Confirm & save the order  F4 In base price field Recalculate the base price  F5 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display edit exception price window  Shift+F6 Any field after order number Display printer selection window and print an order ticket.  Shift+F8 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display attachments window  F11 Any field after order number Display attachments window  F11 Any field after order number Display attachments window  F11 Any field field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Id field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display customer specific address history lookup window  F4 In POD field Display additional POD list window  ESC When prompted Cancel saving an order	F4	From Name OR To Name field	Copy bill to address to FROM or TO address
PGDN When prompted Confirm & save the order F4 In base price field Recalculate the base price F5 In base price field Display base prices for all service types available. Shift+F4 In base price field Display base price for all service types available. Shift+F6 Any field after order number Display printer selection window and print an order ticket. Shift+F8 Any field after order number Display order change log window F12 Any field after order number Convert an order to a quote or quote to an live order F4 Other charge field Display additional charges window Shift+F2 In bill to id field Display attachments window F11 Any field after order number Display attachments window F12 F5 Driver Id field(s) Send a message to driver regarding details of the order Shift+F4 Driver Id field(s) Display driver pay out adjustment window F4 Driver Split % field(s) Display driver net pay window Shift+F2 From Name OR To Name field Display additional POD list window ESC When prompted Cancel saving an order	F5	From Name OR To Name field	Swap FROM and TO addresses
PGDN When prompted Confirm & save the order  F4 In base price field Recalculate the base price  F5 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display edit exception price window  Shift+F6 Any field after order number Display printer selection window and print an order ticket.  Shift+F8 Any field after order number Display order change log window  F12 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display alternative customer lookup window  F11 Any field after order number Display attachments window  F5 Driver Id field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Id field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display customer specific address history lookup window  F4 In POD field Display additional POD list window  ESC When prompted Cancel saving an order	F5	From Phone OR To Phone field	Save FROM or TO address to address history
F4 In base price field Recalculate the base price F5 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display edit exception price window Shift+F6 Any field after order number Display printer selection window and print an order ticket.  Shift+F8 Any field after order number Display order change log window F12 Any field after order number Convert an order to a quote or quote to an live order F4 Other charge field Display additional charges window Shift+F2 In bill to id field Display alternative customer lookup window F11 Any field after order number Display attachments window F5 Driver Id field(s) Send a message to driver regarding details of the order Shift+F4 Driver Split % field(s) Display driver pay out adjustment window F4 Driver Split % field(s) Display driver net pay window Shift+F2 From Name OR To Name field Display customer specific address history lookup window F4 In POD field Display additional POD list window Cancel saving an order	PGDN	In Service Type field	Move up or down in list of service types
F5 In base price field Display base prices for all service types available.  Shift+F4 In base price field Display edit exception price window  Shift+F6 Any field after order number Display printer selection window and print an order ticket.  Shift+F8 Any field after order number Display order change log window  F12 Any field after order number Convert an order to a quote or quote to an live order  F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display alternative customer lookup window  F11 Any field after order number Display attachments window  F5 Driver Id field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Id field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display customer specific address history lookup window  F4 In POD field Display additional POD list window  ESC When prompted Cancel saving an order	PGDN	When prompted	Confirm & save the order
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Shift+F6Any field after order numberDisplay printer selection window and print an order ticket.Shift+F8Any field after order numberDisplay order change log windowF12Any field after order numberConvert an order to a quote or quote to an live orderF4Other charge fieldDisplay additional charges windowShift+F2In bill to id fieldDisplay alternative customer lookup windowF11Any field after order numberDisplay attachments windowF5Driver Id field(s)Send a message to driver regarding details of the orderShift+F4Driver Id field(s)Display driver pay out adjustment windowF4Driver Split % field(s)Display driver net pay windowShift+F2From Name OR To Name fieldDisplay customer specific address history lookup windowF4In POD fieldDisplay additional POD list windowESCWhen promptedCancel saving an order	F5	In base price field	Display base prices for all service types available.
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F12 Any field after order number  F4 Other charge field  Shift+F2 In bill to id field  F5 Driver Id field(s)  Shift+F4 Driver Split % field(s)  Shift+F2 From Name OR To Name field  F4 In POD field  Convert an order to a quote or quote to an live order  Display additional charges window  Display alternative customer lookup window  Display attachments window  Send a message to driver regarding details of the order  Display driver pay out adjustment window  Display driver net pay window  Display customer specific address history lookup window  Display additional POD list window  Cancel saving an order	Shift+F6	Any field after order number	Display printer selection window and print an order ticket.
F4 Other charge field Display additional charges window  Shift+F2 In bill to id field Display alternative customer lookup window  F11 Any field after order number Display attachments window  F5 Driver Id field(s) Send a message to driver regarding details of the order  Shift+F4 Driver Id field(s) Display driver pay out adjustment window  F4 Driver Split % field(s) Display driver net pay window  Shift+F2 From Name OR To Name field Display customer specific address history lookup window  F4 In POD field Display additional POD list window  ESC When prompted Cancel saving an order	Shift+F8	Any field after order number	Display order change log window
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Shift+F2 From Name OR To Name field Display customer specific address history lookup window F4 In POD field Display additional POD list window ESC When prompted Cancel saving an order	Shift+F4	Driver Id field(s)	Display driver pay out adjustment window
F4 In POD field Display additional POD list window  ESC When prompted Cancel saving an order	F4	Driver Split % field(s)	Display driver net pay window
ESC When prompted Cancel saving an order	Shift+F2	From Name OR To Name field	Display customer specific address history lookup window
	F4	In POD field	Display additional POD list window
<b>F12</b> When prompted to save the order Do single order POSTING if the user is authorized	ESC	When prompted	Cancel saving an order
	F12	When prompted to save the order	Do single order POSTING if the user is authorized