

Aptean SouthWare Keys & Shortcuts

This is a document of function keys and shortcuts for SouthWare. Some functions and shortcuts require specific modules to work. For additional information on these items contact your SouthWare Solution Partner.

Function Keys		Rapid Keys – CTRL R	
<Esc>	Backup 1 field (in most cases)	S	Status
→ (Right Arrow)	Next record (forward)	F	XM Summary
← (Left Arrow)	Previous record (backward)	X	ReportCard
<F1>	for Approximate Search	C	StopCheck
<F2>	for Approximate Search	Z	Zoom Links
<F3>	for Search	A	All Trx
<F4>, <F5>, <F6>	Process specific keys – meaning changes in each program.	P	Spool Mgr
<F7>	for Help	B	BreakOut
<F8>	for Exit	M	Modify
<F9>	for Breakout	G	Graph
<Sf1> in Windows	for Links in Windows	V	Event
<F10> in UNIX	for Links in UNIX	H	Calculator
		T	Phone
		E	Coffee Break
		W	Workflow
From Menu Screen			
<F4>	Main Menu takes you to Menu Utilities		
<F5>	Excellence Mail System		
<F6>	Workstation Status		

General Shortcuts		Control Key Shortcuts		Grid Search Shortcuts	
QUIT / EXIT	Exit out of System	CTRL N	Go to Notes	SEARCHCUST	Customer Grid Search
CALC	Calculator	CTRL O	Change Trans Operator	SEARCHEMPL	Employee Grid Search
MAIN	Go to Main Menu	CTRL V	Go to Events	SEARCHINVC	Invoice Grid Search
MODIFY	Go to Customization	CTRL R	Go to Rapid Menu	SEARCHJOB	Job Cost Grid Search
PHONE	Go to Phone Find Search	CTRL X	Go to Extended Data	SEARCHPO	Purchase Ord Grid Search
SPOOL	Go to Spooled Reports	CTRL Z	Go to System Zoom	SEARCHSO	Service Ord Grid Search
ZOOM	Go to System Zoom			SEARCHSTK	Stock Grid Search
				SEARCHVEND	Vendor Grid Search

Shortcuts to Modules		Shortcuts to Modules		Menu Shortcuts (Add You Own)	
AP	Accounts Payable	PR	Payroll		
AR	Accounts Receivable	RA	Return Authorization		
CF	Cash Flow	RD	Rental Department		
DD	Database Director	RM	ReportMate		
DT	DocTransfer	SF	SouthWare Forms		
ED	Office Scene	SI	Shipping Interface		
FA	Fixed Assets	SM	SalesMark		
GL	General Ledger	SV	Service Management Series		
IM	ImportMate	TW	TaskWise		
IS	Inventory/Sales Series	WF	WorkFlow		
IT	International Transactions	XD	Extended Data		
JC	Job Cost	XL	Excel Reports		
MAIN	Main Menu	XM	ExecuMate II		
NL	NetLink	XX	SwiftMate		