

SHORTCUTS & NAVIGATION TIPS

SEARCH OPTIONS

Description	Symbol	Search Example
Find values less than specific value	<	Order: <0001111 returns records with an Order number less than 0001111
Find values less than or equal to specific value	<=	Order number: <=0002222 returns records with an Order number less than or equal to 0002222
Find values greater than specific value	>	Date: >01/01/2017 returns records with a date after January 1, 2017
Find values greater than or equal to specific value	>=	Date: >=01/01/2017 returns records with a date of or after January 1, 2017
Find values between two values	>&<	Tractor number: >333&<444 returns records with a tractor number between 333 and 444.
Find values between and including two values	>=&<= or :	Tractor number: >=333&<=444 or 333:444 returns records with a tractor number between and including 333 and 444
Find values between and including two values using a thumb box	Shift	Tractor number: holding the Shift key while selecting 333 and 444 from the thumb box returns records with a tractor number between and including 333 and 444
Find values based on partial info with a wildcard	* or %	Trailer number: 55* or 55% returns records with a trailer number that begins with 55 Trailer number: *77 or %77 returns records with a trailer number that ends with 77
Find null values	=	Billing Date: = returns all records that do not have a bill date
Find specific values		Tractor number: 794 823 652 returns records with these tractor numbers
Find specific values using a thumb box	Ctrl	Tractor number: Select 794, 823, and 652 while holding Ctrl returns records with these tractor numbers

TIME-SAVING KEYSTROKES

Command Shortcuts

Press Alt + the shortcut key to initiate a command button. To identify the shortcut key for each command, press Alt to view the character underlined on the command button. Common examples include:

- **Alt + E or Enter** - Execute
- **Alt + B or Esc** - Abort
- **Alt + ↓** - Display additional commands on the toolbar.
- **Alt + x or Alt + F4** - Exit a screen.

Navigating Fields

- **Tab** - Move forward from field to field.
- **Shift + Tab** - Move backward from field to field.
- **Right Arrow** → - Move forward one character
- **Left Arrow** ← - Move backward one character.
- **F3** - Display the options in a browse field.
- **Space bar** - Select or clear a toggle.
- **Ctrl + A** - Select all characters for type-over.
- **Ctrl + C** - Copy field contents
- **Right-click** the mouse and select **Copy contents** - Copy field contents
- **Ctrl + V** - Paste contents from a field copy command

Entering Dates/Times

Date fields are formatted as Date (space) Time. Enter Military time using 0 through 24 or Civilian time followed by a (for AM) or p (for PM). Shortcuts include:

- **DD** - Day of current month and current year (In June 2018, typing 01 would enter 06/01/2018)
- **MMDD** - Day and month of current year (In June 2018, typing 0101 would enter 01/01/2018)
- **T** - Today (current date and time of 00:00)
- **N** - Now (current date and current time)
- **W** - 1st of current week
- **WE** - End of current week
- **M** - 1st of current month
- **ME** - End of current month
- **Q** - 1st of current quarter
- **QE** - End of current quarter
- **Y** - 1st of current year
- **YE** - End of current year
- **Future dates** - Relative date followed by number to advance (T1 = tomorrow; W1 = 1st of next week, etc.)
- **Past dates** - Relative date followed by number to subtract (T-1 = yesterday, W-1 = 1st of last week, etc.)