

# Retail Dog for Windows

## Keyboard Shortcuts

### Application Hot Keys

Key	Activity
F1	Help
Ctrl + I	Create Invoice
Ctrl + K	Clock In/Out
Ctrl + N	Inventory List
Ctrl + P	Purchase Order List
Ctrl + R	Receiving/Transfer List
Ctrl + U	Customer List
Ctrl + Y	Receive a Payment
Ctrl + O	Open Specials & Layaways List
Ctrl + M	Vendor/Mfg List
Ctrl + S	Sales by Date List
Ctrl + Q	Quote List
Ctrl + T	Tag Queue Options
Ctrl + D	Open Cash Drawer
Ctrl + F5	Maximize a window
Ctrl + F8	Cascade all windows
Ctrl + F9	Close all widows
Ctrl + F10	Log off current user

### Date Field Hot Keys

Key	Activity
<b>T</b>	Today
+ (plus key)	Next day
- (minus key)	Previous day
<b>M</b>	First day of Month
<b>H</b>	Last day of Month
<b>Y</b>	First day of Year
<b>R</b>	Last day of Year
Arrow down	Calendar

### Navigation Hot Keys

Key	Activity
Insert	Add a record to a List
Enter	Change a record on a List
Delete	Delete a record on a List
Ctrl + L	Select the List control on a window
Ctrl + Page-Up	Scroll to the top of a List
Ctrl + Page-Down	Scroll to the bottom of a List
Ctrl + Enter	Select OK on a Form
Shift + Escape	Select Cancel on a Form

### Scan/Quantity Field - Quick Entry Actions

Action	Values	Description
New Item	100 to 10,000,000 or a UPC barcode	Add a new item to the transaction
New Misc Item	Asterisk + Price (i.e. *10.25)	Add a new miscellaneous item
Discount	.00 to .99	Sets the discount off retail for an item
Quantity	-1 to -99, 1 to 99, and Q + Number	Sets the quantity for an item
Fixed Price	1.00 to 10,000.00	Sets the item's selling price to a fixed price

### Scan/Quantity Field - Invoice Actions

Action	Values	Description
New Customer	###-####, or ###-###-####	Lookup a customer by phone number
New Customer	3 or more characters (i.e. SMITH)	Lookup a customer by last name

### Scan/Quantity Field - Item Status Keys

Key	Description
<b>P</b>	<b>Purchase</b>
<b>R</b>	<b>Return</b>
<b>S</b>	<b>Special Order</b>
<b>W</b>	<b>Work Required</b>
<b>DS</b>	<b>Drop Ship</b>
F6	Item Notes
<b>T</b>	Toggle taxable status on/off
<b>TA</b>	Toggle sales Tax rate <b>A</b> on/off
<b>TB</b>	Toggle sales Tax rate <b>B</b> on/off
<b>TC</b>	Toggle sales Tax rate <b>C</b> on/off