DMS ORDER ENTRY SPECIAL KEYS

KEY	WHEN	DESCRIPTION
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	Show instructions & notes window
F4	After generating a new order number	Create a RETURN order for the last order saved.
F5	After generating a new order number	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
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
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
F12	When prompted to save the order	Do single order POSTING if the user is authorized