



Support Document # 113

List of shortcut keys in Riata™ CRM

New

<u>Shortcut</u>	<u>Function</u>
Ctrl+L	Letter
Ctrl+F	Fax
Ctrl+Y	Activity
Ctrl+N	Note
Ctrl+E	Email
RightArrow	Next Record
LeftArrow	Previous Record
Ctrl+RightArrow	First Record
Ctrl+LeftArrow	Last Record

Edit

<u>Shortcut</u>	<u>Function</u>
Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+A	Select All
Ctrl+Y	Clear
Ctrl+Z	Undo

View

<u>Shortcut</u>	<u>Function</u>
Alt+1	Company Information
Alt+2	Additional Contacts
Alt+3	Sales Information
Alt+4	Contact Notes
Alt+5	Custom Fields
Alt+6	Custom Fields 2
Alt+7	Activities
Alt+8	Contact History
Alt+9	Today's Contacts
Ctrl+DnArrow	Expand Notes
Ctrl+UpArrow	Shrink Contact Notes
Ctrl+PgUp	Refresh Contact Screens
Ctrl+PgDn	Reset to Default Settings

Contact

<u>Shortcut</u>	<u>Function</u>
Ctrl+N	Notes
Alt+F3	Memo Field
Ctrl+I	Image / File
Ctrl+P	Print Contact Info
Ctrl+B	Print Label
Alt+N	Interests
Ctrl+H	New phone #



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Searches

<u>Shortcut</u>	<u>Function</u>
Shift+F11	Company Name
Ctrl+F11	Contact Name
Alt+F11	Phone
Shift+F12	Company Name
Ctrl+F12	Phone Number
Ctrl+F7	Contact Name
Shift+F7	Company Name
Ctrl+F8	Contact Name
Shift+F8	Company Name
Ctrl+Backspace	Load My Last Search
Alt+F7	Super search
Alt+F8	Super search

Activities

<u>Shortcut</u>	<u>Function</u>
Ctrl+T	Activities View
Ctrl+Y	Today's Contacts
Ctrl+L	Write a Letter
Ctrl+B	Mailing Label
Ctrl+E	Send an Email
Ctrl+F	Send a Fax
Ctrl+L	Letter
Ctrl+E	E-mail
Ctrl+F	Fax
Ctrl+F6	Mailing Label
Alt+F6	Envelope
Ctrl+F5	Review Letters

Sales

<u>Shortcut</u>	<u>Function</u>
Shift+F9	Item Search
F9	Find an Order
Ctrl+F9	Find an Invoice
Alt+F9	Find Ord/Inv by PO#

Order Entry

<u>Shortcut</u>	<u>Function</u>
Page Down	Go to detail tab from header/Go to comment tab from detail
Page Down	Go to Save Order prompt from comment tab
Page Up	Go back through tabs (from comment to detail for example)

Help

<u>Shortcut</u>	<u>Function</u>
F1	Contents
Alt+F1	Tips