KEYBOARD SHORTCUTS

Main Menu Shortcut Keys

Candela Personal Edition 12.0.3.7 - [A-03 Customer Ledger Report]
Configuration Shop Activities Customer Club Purchase Reports Security Utilities Window Log Off

Alt + G	Configuration
Alt + A	Shop Activities
Alt + C	Customer Club
Alt + P	Purchase
Alt + R	Reports
Alt + S	Security
Alt + U	Utiliies
Alt + W	Windows
Alt + L	Log Off

Common shortcut Keys

Ctrl + S	This key is used to save data in candela .
Ctrl + U	This key used to update data in candela .
Ctrl + N	This key is used to open screen in new mode .
Ctrl + D	This key is used to delete the saved record.
Ctrl + X	This key is used to exit/close the screens in Candela.
Ctrl + O	This key is used to override and reverse override super user login
Space	This key is used to check and un-check the selected checkbox
F4	This shortcut key is used to open Calendar. When focus is in Date field then press F4 to open Calendar
CTRL+Arrow	On all screens, where multiple tabs exist. You can move from one tab to another by just pressing CTRL+arrow (Left/Right) button

Sale & Return

F1	This key sorks when cursor in in product code text box. It shows complete list of product Names and price. All products defined in system are displayed in this window .
F1	This key is also used for searching sale person & customer depending upon control focus if control is in sale person text box then F1 will provide all sales persons.
F1	This key is also used to make percentage discount on gross invoice total. When the cursor in in Adjustment text box, on pressing F1, a popup will open where user can give the percentage value for discount. When Enter is pressed, this screen is closde and adjustment text box is filled with value that is the given percentage of total invoice gross value .
F2	This key works when cursor is incustomer/member text box. It is used for quick definition of a new customer/member.
F3	This key is used to load Non-Payment till receipts on Sales & Return screen
F4	This shortcut key is very helpful in "Pharmacy" business. Use F4 to select and view products and **Alternate Products**
F4	F4 is also used to record Missed sale on sale & return screen. "Record Missed Sale" button in F4 help screen will be visible based on System Configuration > Sale tab > Enable Missed Sale Recording checkbox

F4	This key works when cursor is in product code text box. All products which are present in the inventory are displayed in this window alongwith product Name, price, pack price Pack quantity and product variable attribute. This list also Includes current shop inventory
F5	This key works when cursor is in product code text box. It shows list of inventory items which are present in the shop. The list also include current shop inventory,
F6	This key works when cursor is in product code text box. This help window is designed to enter the product quality alongwith code. User can select a product and then press enter. The cursor will move to quantity box. User can enter the quantity and the press enter. The selected product alongwith the quantity is entered in the invoice
F7	This key is used to find the price of any product. By pressing F7 from keyboard, system will display a new screen where you can find the price and discount of any product .
F8	This key works when cursor in in product code text box. It makes background color of product code text box blue which indicates that system will accept scanned barcode in the pre-defined format (defined on System Configuration > Sale Tab).
F9	It is used to move focus from product code box to Qty column . This is useful if we have scanned the product code and now we want to change the quantity, then on pressing F9, cursor will move to the quantity field of the last product in the grid. Once we change the quantity then we press Enter key which moves the focus back to the product code text box.
F10	This key is used to redeem the points if you have enabled Loyalty Club. On pressing <F10>, system will show a screen and on entering the 4 digits PIN code, system will show current points and ask for points redemption
F11	This key is used to convert the type of product e,g single to pack or pack to single. Click on the required product from grid and press F11, system will change the unit of product e.g single to pack or pack to single
F12	If you have set the configuration of "Discount type" drop down as "Value" on System Configuration > Sale tab then you can apply product discount in both modes i.e. in Value and Percentage. If you enter any numerical value and press ENTER, system will consider this discount as VALUE but if your enter any numerical value and press <F12>, system will consider this particular amount as percentage
Alt+I	Opens up the search window to search sales receipts or customer order receipts
Alt+M	Moves the focus to "Comment" text field
Alt+O	Holds Invoice
Alt+R	Moves the focus to "Return" button and changes its color to RED
Ctrl+B	If you have enabled the checkbox "Batch Management" on System Configuration > General tab then on Sales & Return screen, load the products and select any product from the grid then on pressing CTRL+B, system will show Batch details
Ctrl+P	Prints selected invoice
Ctrl+Q	This key works when "Allow credit " is ON in group rights. By pressing CTRL+Q, a new popup screen will appear where you can enter customer-related information e.g registration No., Department, Employee Name etc.
Ctrl+T	If you have turned "Allow Multiple Payments" checkbox ON at System Configuration > Sale tab then on Sales & Return screen, you can press CTRL+T to open cash tender screen to enter payment in different modes of payments
Shfit+F7	This key is used to check detail of Discounted and Non-Discounted items on sale and Return screen
Shift+F10	This key is used to scan Gift coupon Discount on sale & Return screen. Discount coupons can be generated from "*Configuration > Misc > Generate Discount Coupons* " screen
Tab+Double Enter	If focus is in Product Code field then press TAB, cursor moves to "Cash" field and then press ENTER twice, system will save the invoice. Similary, if you have enabled "*Allow Multiple Payments* " checkbox on System Configuration > Sale tab then on multi tenders screen, press ENTER twice, system will save the invoice automatically

GRN	
F1	This key is used to open the product help window.
F1	On GRN, we can enter "Adjustment" in percentage by pressing <F1> in Adjustment field.
F2	This key is also works when cursor is in supplier text box. It is used for quick definition of a new supplier .
F3	This key is used to calculate the Retail price. If user has rights to edit Retail price, then on pressing F3 in Retail price column, a popup will appear and user will enter percentage, system will calculate percentage of cost price and add it in the cost price and show in retail price column. E.g. if cost price is 250 and user presses F3 in Retail price column, a popup appears and user enters percentage e.g. 5 then retail price will become 262.5
F4	This key used to open the dropdowns on the screen
F6	This key used to open the product help window with Quantity.
F9	This key is used to move the cursor to pack quantity area of last loaded product in the grid.
ALT+H	This key is used to hold GRN.
ALT+T	This key is used to Retrieve the GRN put on hold.
Purchase order	
F1	This key is used to open the product help window.
F2	This key also works when cursor is in supplier text box. It is used for quick definition of a new supplier.
F4	This key used to open all the dropdowns on the screen
F9	It is used to move focus from product code box to grid box. This is useful if we have scanned the product code and now we want to change the quantity of the scanned products. On pressing F9, cursor moves to quantity column of the last product in the grid. Once we change the quantity then we press Enter key which moves the focus back to the product code text box.
Purchase Return	
F1	This key is used to open the product help window.
F9	It is used to move focus from product code box to grid box. This is useful if we have scanned the product code and now we want to change the quantity of the scanned products. On pressing F9, cursor moves to quantity column of the last product in the grid. Once we change the quantity then we press Enter key which moves the focus back to the product code text box.
Reports	
F2	On all reports, if "*Report Templates*" option exists then this shortcut key is used for quick definition of new report template .
Product Definition	
F1	This key is used to open the help window of all dropdowns e.g. Product Code, Category, Sub-Category etc.
F2	This key shows the product template help window to find the product templates when we press it in product code area. And if there is only one product template defined then on pressing F2 in Product Code field, system generates the next code of product. It is also used for quick definition of attributes e.g. Line Item, Category, Suppliers etc.
F3	This key show product help window when we press it in product code area. It also shows all the products that are irrespective to line items.
F4	This key shows product help window when we press it the product code area. It also shows all the products that are irrespective to line items along with product name and 5 product variable attributes