



**Accounting & Manufacturing
Software Support, Training & Sales**

Hi!

Here is a summary of the notes that I used for some recent customer training. These are some Short Cut keys that make PBS zoom through data entry and MINIMIZE using a mouse.

A Summary of Passport Short-Cuts Keys:

Many Passport users still prefer the Classic (DOS) interface. I've heard "using the Mouse is SO SLOW" -- and I agree!!! However, Passport has built in a LOT of Shortcut Keys to speed things up. Here are some of these shortcuts. (If you could save 90 seconds / hour, that adds up to 1 hour/week, and 50+ hours/year.)

1. How to Switch from GUI to Classic, and back: [Shift-F12] on the keyboard.

Passport expected users might switch between interfaces. So they made it easy to do: **[Shift-F12]**. Just do this on the first field on the screen. (The data goes to the same place either way.)

2. The Default Button: Just hit [Enter]

Some buttons have a darker border around them -- they are "Default Buttons". Usually they're short texts like "Yes", "No", "OK", "Login", etc. JUST HIT ENTER--and by default--that button will be pressed. This is Way Faster than using a mouse.

3. Moving from field to field: Use [Enter], [Tab], or [Arrow keys].

[Tab], [Down arrow], and [Enter] move through each field in a GUI screen, just like in Classic. Shift-tab will move you back a field, as will the Up-arrow. And you can skip a bunch of fields with the mouse, or jump to "Save" by pressing [Alt-S].

4. Function Keys: These still work!

[F1] through [F12] still work. Check the bottom of your PBS screens when they are active. Here is a short list:

- [F1] = Next (record, format, etc.)
- [SF1] [Shift-F1] = Previous (record, format, etc.)
- [F2] = Enter a Default value (check the prompt at the bottom.)
- [F3] = Delete record.
- [F5] = Check prompt at bottom.
- [F6] = Notes data entry.
- [F7] = Contacts data entry.
- [F8] = Open a larger Search Window (my favorite.)

[Shift-F12] = Switch from GUI to Classic, and back.

4. Menu shortcut keys: Press the first letter to Jump right to the next menu item.

Press the first letter of the menu item, (like [G]) to jump to G/L, or [P] to jump to P/R. If you want REPORTS, press [R]. If there are other R's on the list, press [R] again as needed. If you skip past your menu item, hit [R] a couple more times and the cursor cycles around the list again.

5. GUI Shortcuts:

On most GUI screens, menu buttons have underlines under one of the letters, usually the first. Hold down the ALT key and press the letter to "click on it." Some are:

[Alt-N] = New (starts entering a new record)
[Alt-E] = Edit (edits the current record)
[Alt-S] = Save (saves the current record)
[Alt-W] = Save/New (saves the current record AND starts a new record)
[Alt-X] = Exit (leaves the screen. Same as the ESCape key. Prompts with a "Yes" or "Cancel")
[Alt-D] = Delete (deletes the record. Same as F3.)
[Alt-C] = Cancel (cancels data entry. Same as the ESCape key. Prompts with a Yes or Cancel)

6. Start in GUI all the time.

Your favorite interface can be permanent by changing your User Record in Setup > User Maintenance. (You may need Admin credentials, or contact your Passport Partner.) Set "Graphical" to checked or "Y" to start always start up in GUI. You can still switch to "Classic' with [Shift-F12].

7. Page Tabs in GUI: Just click on the Page/Tab you want to see.

I really like the Page Tabs inside the GUI maintenance screens. These let you look at only that screen as you scroll through a file. Want to see what the YTD Totals are? Click on the Totals Page/Tab and you can move through the whole file seeing just the Totals page! Nice!

Conclusion:

With these shortcuts, you can SKIP your mouse MOST OF THE TIME and zip through a GUI screen as fast, or faster, than a Classic screen. Keystrokes are almost ALWAYS faster than mouse-clicks and there are plenty of shortcuts in PBS.

Thanks,

Bruce