

## Mechanic Workshop Management System

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ALT KEYS	INSTANT KEYS	CONTROL KEYS		MISC FUNCTION KEYS
Alt+A Alternate parts	Ctrl+Alt+A post code Area	Ctrl+B Blank line	Ctrl+R Rego	Ctrl+F2 Copy Job / Quote
Alt+D Discounts	Ctrl+Alt+C Customer	Ctrl+C Cancel and reCover	Ctrl+R Reconciliation	Ctrl+Alt+F8 Print Screen
Alt+G General	Ctrl+Alt+L general Ledger	Ctrl+E Edit	Ctrl+R Reset	Shift+F8 Print Manager
Alt+H Heading	Ctrl+Alt+P Parts	Ctrl+D Delete line	Ctrl+S Settings	Ctrl+F8 Merge Print
Alt+K macro Keys	Ctrl+Alt+O Parts	Ctrl+F Find	Ctrl+T Totals	Ctrl+F6 Much more detail
Alt+L Labour (work done)	Ctrl+Alt+S Supplier	Ctrl+J Job number	Ctrl+T Telephone	Ctrl+BkSp Big backspace
Alt+M show Map	Ctrl+Alt+V Vehicle	Ctrl+L Last	Ctrl+U Update	Ctrl+Del Big delete
Alt+N Nap (screen security)		Ctrl+N insert New line	Ctrl+V Value (cost price)	
Alt+P Parts	Ctrl+Alt+X eXport	Ctrl+O impOrt	Ctrl+W Warn	\$9.99 I Includes GST
Alt+R Report		Ctrl+P delete Paragraph	Ctrl+X eXtended menu	\$9.99 E Excludes GST
Alt+S Sublet / Specification		Ctrl+Q Quick profit	Ctrl+Y delete line	Alt+A Purchase Rounding
Alt+W Work to be done			Ctrl+Z Zero	Alt+T Purchase GST Adjust

Escape	Help	Kits Stories	Options Texts	Customer Details	Vehicle	More Detail	Status	Print	Save and continue	Save & move on	Receipt Payment	Date
Esc	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12

## Mechanic Workshop Management System – Advanced Functions

VEHICLE HST SEARCHES	LEDGER LADDER	MECHANIC EDITOR SECTION		
Alt+F Comment search	Alt+A Asset	<b>CUT AND PASTE</b>	<b>LINE DRAWING</b>	<b>STYLE CODES</b>
Alt+P Part description	Alt+L Liability	Ctrl+Ins Copy to clipboard	Alt+D Draw line	{SE} Start Elite (12 CPI)
Alt+P F6 Part number search	Alt+I Income	Shift+Del Cut to clipboard	1 Single line	{EE} End Elite
Alt+V Vehicle search	Alt+E Expense	Shift+Ins Copy from clipboard	2 Double line	{SC} Start Condensed (17 CPI)
			Enter Exit line draw	{EC} End Condensed
Alt+S Part Sales (In CAP only)		<b>SAVE AND EXIT</b>	Esc Exit line draw	{SS} Start Squashed (8 LPI)
	<b>WTB DONE KEYS</b>	Ctrl+F9 Save As (make copy)		{ES} End Squashed
	@ F3 Checklist	Ctrl+F10 Save and exit	<b>FIND AND REPLACE</b>	{SB} Start Bold
	! F3 Warranty		Ctrl+F Find text	{EB} End Bold
	# Repair Log	<b>MISCELLANEOUS</b>	Ctrl+L repeat Last find	{SU} Start Underline
<b>INSTANT KEYS</b>		Enter New line	Ctrl+R search and Replace	{EU} End Underline
D Decimal		Ctrl+Enter New page		{SI} Start Italic
H Hours		Ctrl+X eXtended menu	<b>PRINTING</b>	{EI} End Italic
D Days		Ctrl+N insert New line	F8 Print (highlighted lines)	
M Months	Tab to _ underline	Ctrl+B insert Blank line	Ctrl+F8 Merge print	Ctrl+X eXtended menu / Hide
Y Years	! Important	Ctrl+D Delete line		
Rec Recommended	" Ditto (repeat)	Ctrl+C Cancel and reCover		
	Alt+▲ Uppercase			
	Alt+▼ Lowercase			