

Action	Description	Used in...	Hotkey
Printer's Plan About Page	Bring up the about page for the Printer's Plan software.	Any location.	F1
View Balance	Opens the Balance Due page within an order.	Any Job.	Alt + A
Bill To	Opens options for the customer on an order.	Any Job.	Alt + I
Buyer	Opens information regarding the company and contacts for the order.	Any Job.	Alt + O
Change Status	Changes the status of selected job(s).	Any Job.	Ctrl + S
Copy & Paste	Copys and pastes a Job to the desired location.	Any list of jobs or items.	Ctrl + B
Delete	Deletes a Job, Order, or Item.	Any list where items can be removed by current user.	Delete
Edit	Opens the edit window for a Job.	Main Jobs menu.	Ctrl + O
Edit	Opens the edit window for a Job.	Main Jobs menu.	F6
Email	Opens window to send job info via email.	Any job or Main jobs menu.	F8
Export	Export Jobs as a file.	Any job or Main jobs menu.	F9
View Favorites	View user favorites.	Any main menu.	F4
Add to Favorites	Add selected job to favorites.	Any main menu or job.	Ctrl + F4
Find	Opens Find by Item window.	Any main menu.	Ctrl + F
Find	Search for a job.	Any main menu.	F3
Find Job	Search for a job.	Any main menu.	Shift + F3
Item Costs	View and modify costs for items on an order.	Any job.	Alt + C
New Item	Create a new item in an order.	Any job.	Alt + N
Item Price	View price information for an item.	Any job.	Alt + R
Item Specs	View specification information for an item.	Any job.	Alt + S
Compare Jobs	Compares default and saved prices / specs for an order.	Any job.	Ctrl + J
Create Memo	Creates a memo to the customer.	Any Job.	Alt + M
Move to First	Move to the First item in a list.	Any List.	Ctrl + Alt + Left
Move to Last	Move to the last item in a list.	Any List.	Ctrl + Alt + Right
Move to Next	Move to the next item in a list.	Any List.	Ctrl + Alt + Down
Move to Previous	Move to the previous item in a list.	Any List.	Ctrl + Alt + Up
New Quote	Create a new job quote.	Any main menu.	Ctrl + N
New Quote	Create a new job quote.	Any main menu.	F2
New Query	Create a new query.	Any main menu.	Ctrl + Alt + Q
Create Note	Create a new note for the current job.	Any Job.	Alt + E
Print	Print off a job.	Any Job.	Ctrl + P
Print	Print off a job.	Any Job.	F7
Print Screen	Print a screenshot to the clipboard.	Any location.	Ctrl + F7
First	Move to First item of a list.	Any List.	Home
Last	Move to Last item of a list.	Any List.	End
Next	Move to next item of a list.	Any List.	Next
Previous	Move to previous item of a list.	Any List.	Prior
Refresh	Refreshes current window.	Any location.	F5
Save	Save the current job or item.	Any job.	F10
Save As	Save current job into a different format or location.	Any job.	Ctrl + F10
Select All	Selects all items in a list.	Any List.	Ctrl + A
Ship To	Modify shipping information for a job.	Any job.	Alt + H
Subview 1	Switch to view type one for a list.	Any List.	Alt + 1
Subview 2	Switch to view type two for a list.	Any List.	Alt + 2
Subview 3	Switch to view type three for a list.	Any List.	Alt + 3
Quicksale Tool	Opens the quicksale menu.	Any main menu.	Ctrl + Q
Shipping Label Tool	Opens the shipping label menu.	Main jobs menu or any job.	Ctrl + L
View Total	View totals for the current job.	Any job.	Alt + T
View Accounts Recievable	View the Accounts Recievable tab.	Any main menu.	Ctrl + Shift + A
View Customers	View the Customers tab.	Any main menu.	Ctrl + Shift + C
View Settings	View the Settings tab.	Any main menu.	Ctrl + Shift + E
View Filter	Open a SQL filter query.	Any main menu.	Ctrl + I
View Home	View the Home tab.	Any main menu.	Ctrl + Shift + H
View Jobs	View the Jobs tab.	Any main menu.	Ctrl + Shift + J
View Reports	View the Reports tab.	Any main menu.	Ctrl + Shift + R
View Schedule	View the Schedule tab.	Any main menu.	Ctrl + Shift + U
View Services	View the Services tab.	Any main menu.	Ctrl + Shift + S
Continue to Next Screen	Equivalent of pressing "Ok."	Any menu where "Ok" button is present to continue to next screen.	Ctrl + Enter
View List Totas	Displays list total.	Collects totals of all columns in a list.	Ctrl + T