Jim2® Keyboard Shortcuts

Key	Section	Function
F1	All	Help
F2	Lists	View highlighted object record (Job, Quote, Purchase, etc)
F2	Jobs Purchases Quotes	Go to Header of Job, Purchase Order or Quote
F3	Jobs Purchases Quotes	Go to Comments of Job, Purchase Order or Quote
F4	Jobs Purchases Quotes	Go to Stock code field of Job, Purchase Order or Quote
F5	Most fields with ellipsis (Browse Button)	Click in the field, then hit F5 opens search windows
F6	Jobs	In edit mode, invoice or manufacture (depends upon the type of job)
F7	Jobs	In edit mode Actual Labour Entry
F8	Jobs	In edit mode marks the Job as Ready to Invoice
F9	Jobs Purchases Quotes	Edit Job, Purchase Order or Quote
F9	Invoice	Invoices customer
F11	Jobs Purchases Quotes Stock Record	Save and close Job, Purchase Order, Quote or Stock Record
F12	All	View/edit a job (need to know the Job number)
ESC	All	Cancel out of window or dialog box
Alt F5	All	Refresh current view and/or reload scripts and reports.
Alt A	Lists	Add object record (Job, Quote, Purchase, etc)
Alt E (or F9)	Object	Edit object record (Job, Quote, Purchase, etc
Ctrl F2	Lists	Opens the highlighted entry in a list
Ctrl F4		Closes the current window. This is particularly useful if you have dragged a window up and lost the top bar. If you are using an Apple keyboard and have not mapped your function keys to Windows, the combination will be Alt F4.
Ctrl F12	All	Logs User out of Jim2
Ctrl E	All	Move to Search Jim2 field above Sidebar
Ctrl F	Email	Opens a related email window
Ctrl N	Email	Opens a New Email window
Ctrl Q	All	Activate Quick Add CardFile feature (adds Customer)
Ctrl T	All	Toggle for Sidebar and NavTree to Search Jim2 Results
Shift F12	All	Add Job
Shift Ctrl C	All	Launch Calculator