

Jim2 Keyboard Shortcuts

Key	Section	Function
F1	All	Help
F2	Jobs Purchases Quotes	Go to Header of Job, Purchase Order or Quote
F2	Lists	View Object record (Job, Quote, Purchase, etc)
F3	Jobs Purchases Quotes	Go to Comments of Job, Purchase Order or Quote
F4	Jobs Purchases Quotes	Go to Stockcode field of Job, Purchase Order or Quote
F5	Stockcode field	Opens Stock Select screen
F5	Jobs Purchases Quotes	Initiates search for fields using ellipsis (browse) button
F6	Jobs	Invoice or Manufacture (depends upon the type of job)
F7	Jobs	Actual Labour Entry
F8	Jobs	Marks the job as Ready to Invoice
F9	Jobs Purchases Quotes	Edit Job, Purchase Order or Quote
F9	Invoice	Invoices customer
F9	Lists	Edit Object record (Job, Quote, Purchase, etc)
F11	Jobs Purchases Quotes	Save and Close Job, Purchase Order or Quote
F12	Jobs	View/Edit a job (need to know the Job number)
ESC	All	Cancel out of window or dialogue box
Alt A	Lists	Add Object record (Job, Quote, Purchase, etc)
Ctrl F12	All	Logs User out of Jim2
Shift F12	All	Add Job
Shift Ctrl C	All	Launch Calculator