





Top Tips and Shortcuts

Shortcuts

In the date field, to enter today's date, enter a **full stop** [.] and then the **tab** key.

A screenshot of a software interface showing three date fields: "Delivery date", "Invoice date", and "Settle date". Each field has a calendar icon to its right. In the first screenshot, the "Delivery date" field contains a single period "." and is highlighted with a blue border. A blue arrow points down to a second screenshot where the "Delivery date" field now contains "25 Mar 2011", "Invoice date" contains "25 Mar 2011", and "Settle date" contains "24 Apr 2011".

Delivery date	.	
Invoice date		
Settle date		

Delivery date	25 Mar 2011	
Invoice date	25 Mar 2011	
Settle date	24 Apr 2011	

If you need to enter another date, simply enter the numbers for it. For example, for the 9th August, instead of typing in 09/08/2010 simply enter 0908 and press tab and it will automatically convert it to the correct format.

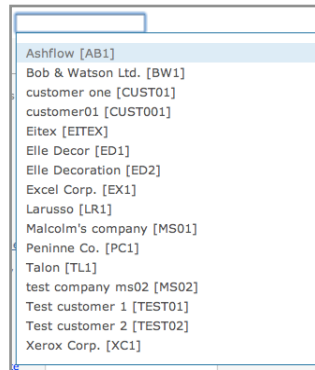
Tabbing

The application has been designed to utilise the **Tab** key, not the **Enter** key. The **Enter** key has varying functions in different internet browsers. Tabbing through the boxes is quicker than selecting each one with the mouse.

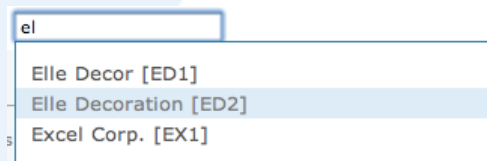
Searching

There are several different ways to find the customer or supplier you are looking for using the new dropdown menus.

Firstly, you can click into the search box and scroll down the list. Click or press tab on the desired one.

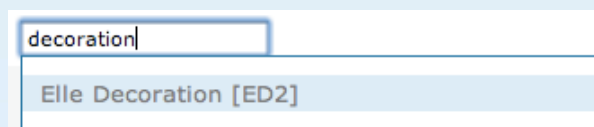


Secondly, you can start typing the name of the supplier. Once it has filtered out the irrelevant ones it will highlight the predicted one in blue. You can either keep typing or simply press the tab key to select this customer/ supplier.



You can type in the start of the name and click on the desired one. Alternatively, use the arrow keys and then press the tab button the required one is highlighted.

You can search for a customer/ supplier by typing in any key word; it doesn't have to be the first few letters. In the example below I have typed in "decoration" and it found "Elle Decoration"



Finally, you can enter the company code of the desired customer/ supplier.

