

TIPS AND TRICKS 4



Keyboard Shortcuts

These are the keyboard shortcuts you can use in mSupply. They can really speed up your work because using them is much quicker than using a mouse once you get used to them. Try it and see!

Note: If you're using a Mac Operating System, substitute Command for Control.

Shortcut	What it does
General	
Tab	Moves focus to next field/cell. Also used after typing in a selection textbox to bring up a window showing selections that match what was typed.
Shift Tab	Moves focus to previous field/cell
Spacebar	Toggles between two options with checkboxes or radio buttons.
Enter	Activates the default/highlighted button on the active window. On most windows the default button is usually OK.
Control + . (full stop)	Cancel/delete
Control + Shift + N	OK & Next
Control + Shift + P	OK & Previous
Navigators	
Control + F	Opens the find customer transactions window
Control + I	Opens the find items window
Control + N	New customer invoice
Control + J	Opens the find supplier transactions window
Control + H	New supplier invoice
Control + 1	Show log in window
Control + 2	Show switch stores window (same as log-in window but no need to enter username and password)
Control + 0 (zero)	Opens the find purchase orders windows
Control + Y	Opens the show customers window
Control + U	Opens the show suppliers window
Invoice entry	
Control + N	Add a new line to the invoice
Control + Shift + N	OK & Next: will save, print (if checked) and opens the next invoice
Invoice line entry	
Control + K	Same as clicking OK (the default button activated by enter is OK & Next)
Choice lists	
U or up arrow	Highlight the next line above the currently highlighted line
D or down arrow	Highlight the next line below the currently highlighted line
Stocktake list	
Control + N	Add a new stocktake
Control + Shift + N	Add a new blank stocktake
Stocktake entry	
Control + N	Add a new line to the stocktake