



The shortcuts available to Prep have been greatly enhanced to support a keyboard-centric workflow. The following hot keys and keyboard shortcuts are now enabled:

◁ Customer Screen (CTRL+1)

- CTRL+L: Load next eRecording (requires eRecording in Prep)
- CTRL+C: Focus on Customer input text box
- CTRL+A: Focus on Arrival Date/Time
- CTRL+D: Focus on Document Source
(will require mouse to select source)
- CTRL+B: Show Customer Balances
- CTRL+H: Show Customer History (will require mouse to select from history list.)

◁ Tag and Scan Screen (typically CTRL+2)

- CTRL+S: Scan
- CTRL+T: Show Scanner Settings
- CTRL+C: Show Tag And Scan Compare
- CTRL+W: Switch Selected Scanner
(use tab then arrows to cursor between scanner)
- CTRL+R: Recycle Scanner
- CTRL+N: Create new Scanner Profile
(only when Scanner Settings is visible)
- CTRL+D: Delete selected Scanner Profile
(only when Scanner Settings is visible)

◁ Document Detail Screen (typically CTRL+3)

- CTRL+PAGE UP: Go to previous document
- CTRL+PAGE DOWN: Go to next document
- CTRL+LEFT ARROW: Go to previous section for current document.
Will not wrap around.
- CTRL+RIGHT ARROW: Go to next section for current document.
Will wrap around to next document.
- CTRL+C: Copy All Details

◁ Tenders Screen (typically CTRL+4)

The following commands can be entered in the Tender Entry Text Box:

- **DEL: *TenderNum*** - Delete existing tender from Tender Summary.
Example: DEL: 1 would delete the first tender on the Tender Summary list.
- **TenderType: *DollarAmount*** - Add a new tender for a specific Tender Type without selecting it first.
Example: 3: 44.50 would add a payment with Tender Type #3 for \$44.50.

◁ Summary Screen (CTRL+5)

- CTRL+T: View the Tenders tab
- CTRL+B: Balance Tenders/Fees
- CTRL+F: View the Fees tab
- CTRL+S: Submit the Transaction
- CTRL+D: Done / Start new Transaction