

Throughout Spire, many functions or processes can be performed by using specific keyboard shortcuts. Some simply follow standard Windows conventions, while others are particular to Spire, and some are specifically used within one module but not others.

Windows Standards

- **F1:** Context help (invoke help based on focus)
- **ALT-F4:** Close current window
- **F5:** Refresh
- **CTRL-A:** Select all
- **CTRL-C:** Copy
- **CTRL-V:** Paste
- **CTRL-P:** Print (Selected)
- **CTRL-BACKSPACE:** Clear current field
- **CTRL-S:** Save current record
- **CTRL-Y:** Redo
- **CTRL-Z:** Undo
- **DELETE:** Remove selected item
- **SPACEBAR** or **ENTER:** Select default (focused) button
- **ALT-[letter]:** Activate menus/shortcuts
- **ALT-SPACEBAR:** Active window system menu
- **INSERT:** Add new record in current module
- **DELETE:** Delete current record

Spire General

- **F10:** Change Warehouse / Division / Location
- **F12:** Log out and log back into Spire

Spire Grid Lists

- **CTRL-N:** Add new record in current module
- **SHIFT-CLICK:** Select From-To range
- **CTRL-CLICK:** Select individual items
- **ARROW UP/DOWN:** Navigate lists
- **HOME/END:** Move row highlight to top/bottom of list
- **PAGE UP/DOWN:** Scroll list up/down one screen
- **ENTER:** Load selected item
- **Right click mouse:** Display list of options

Payment Methods

- Each method can have its own keyboard shortcut for sales order payments (user assigned)

Spire Editing Records

- **F4:** Drop down focused list-box
- **F9:** Open a List (“browse”)
- **ESCAPE:** Close a List (a “browse”)
- **ALT-S:** Save and close current record / Post the journal entry
- **TAB, SHIFT-TAB:** Move through fields on form, next or previous field or grid cell
- **HOME/END:** Move to start/end of current field when editing a field

Sales Orders

- **F2:** Clear current Order
- **F5:** Invoice open order
- **Shift-F5:** Process current Sales Order
- **F6:** Close current Order (prompt to save)
- **F7:** Switch between Main and Sales History tabs

Sales Orders/Purchase Orders

- **F11:** Switch between Compact and Expanded view
- **ENTER:** Move to next line item / Add Comment in last detail line
- **CTRL-SPACE:** Opens scan mini-window to scan item into current order using barcode scanner: Part # or UPC or Serial #

Point of Sale

- **F2:** Clear order
- **F3:** Select Customer
- **F4:** Add/Edit line item
- **F5:** Invoice order
- **F6:** Open order in Order Entry, and F6 to switch back to POS when done
- **F7:** Add/edit Comment line
- **F9:** Inventory lookup (doesn't have to be in a POS line, if a double-click item it will be added to order)