FUNCTION KEYS

Application	ChreosClient – Chreos 3
Module	Help
Access	"Help | Function Keys"
Minimum service pack	SP33
This document	Function Keys Ref 12.2 Release 2 Published November 2002

Overview

Function keys are the row of keys along the top of the keyboard labeled F1 to F12. Using them gives quick shortcuts to various functions within Chreos.

F1

- **<F1>**. The help for the appropriate screen that is open will be displayed. Note: Much of this help is currently out of date and Wild Software Ltd would recommend that you use the information sheets that are available in "Help \| Information sheets". Alternatively, e-mail the support team at Wild Software Ltd through the "Help \| E-mail support".

- **<Alt> <F1>**. The function keys help screen will be displayed.

F2

- **<F2>**. The item search will be displayed. This is used for searching for an item and will only work on screens that require an item to be selected. Refer to "Item search (1.2)".

- **<Shift> <F2>**. When an item is selected this will display all of the previous transactions for the item. These can be filtered to show 'Purchases', 'Sales', 'Stock adjustments', 'Laybys', 'Transfers' or 'All'.

- **<Alt> <F2>**. When an item is selected the branch stock levels for the item with be displayed. This is useful to view current stock levels of a selected item at all branches including 'This branch' which is displayed along the bottom. Note: The Branches module of Chreos is not required to use this functionality.

F3

- **<F3>**. The client search will be displayed. This is used for searching for a client and will only work on screens that require a client to be selected. Refer to "Client search (1.3)".
- **<Shift> <F3>**. When a client is selected this will display all of the transactions that have made for that client.

F4

- **<F4>**. The creditor search will be displayed. This is used for searching for a creditor and will only work on screens that require a creditor to be selected. Refer to "Creditor search (1.4)"
- **<Shift> <F4>**. When a creditor is selected this will display all of the transactions that they have made.

F5

- **<F5>**. "Account search will be displayed. This is used for searching for an account and will only work on screens that require an account to be selected. Refer to "Account search (1.5)".

F6

- **<F6>**. The previous Point of Sale transaction will be printed. This will only work while in the "Point of sale" screen and if the 'Receipt' page of "Maintenance | Printing setup" is configured to allow it.
- **<Alt> <F6>**. The last 10 Point of Sale transactions will be displayed and when one is selected it can be reprinted. This will only work while in the "Point of sale" screen.

F7

- **<F7>**. Transaction comments for "Inwards goods" and "Summary inwards goods" will be displayed. Refer to "Inwards goods (4.5)" and "Summary inwards goods (4.4)".

F8

- **<Shift> <F8>**. The cash drawer will open. This will only work while in the "Point of sale" screen and if the 'Cash drawer' page of "Maintenance | Printing setup" is configured to allow it.

F9

- **<F9>**. The transaction that is currently open will be parked. It can be retrieved at a later time when you are in the appropriate screen and by pressing the F10 key or by selecting the menu option "File | Common | Open parked transactions". Refer to "Parking & retrieving transactions (2.2)".

F10

- **<F10>**. While in the appropriate screen this will retrieve parked transactions. Refer to "Parking & retrieving transactions (2.2)".

F11

- **<F11>**. This will automatically send a message to all Chreos users. Refer to "Custom messages (10.3)".

F12

- **<F12>**. This will automatically send a message to all Chreos users. Refer to "Custom messages (10.3)".