

Spotlight - Keyboard Shortcuts

Preparation

1. Import standard UK Demo Data
2. Login with
Standard ID: sample@hansaworld.com
Passworld: Sample99

Script

Companies are always looking for ways to improve efficiency, to save time and money. For that, data entry and operations can be made fast and easy using Standard ERP's shortcuts. Reduced dependence on a mouse for data entry cuts costs by saving time in the long run.

Let's look at an example:

On a very busy day, a customer calls to say that they are ready to accept a quote. This requires finding the quotation, then creating the order and delivery. We only have five minutes before the next sales meeting and the customer is expecting same day delivery as promised.

ACTION: Switch to Quotations module using `Cmd+0`, open Quotations register using `Cmd+1`.
Open Quote that doesn't have an Order created yet.

With a just few keystrokes, the order can be finalized and the picking list sent to the warehouse, saving time and minimizing errors.

ACTION: Shortcut `Cmd+G` to create Order, Save. `Cmd+L` to create the delivery, Save and
Escape to close the window.

Reminders can be set to quickly check on customer orders using workflow activities. Add notes to follow up, and select a manager to contact at the customer site. All done with a few quick shortcuts.

ACTION: From Order `Cmd+Sift+C` Workflow activity, type "check to make sure order was shipped". Select contact person field and Change Contact person using `Cmd+Enter`, save the record.

Processing several tasks at the same time is made easy with shortcuts.

ACTION: Open several windows using shortcuts and then close them `Cmd+1` through `Cmd +4`
and then press Escape to close them all.

Stay efficient and never miss an opportunity with Standard ERP's built-in shortcuts feature.