Shortcut Keys

Highlight any booking on the Booking Control Panel, then use the shortcut keys below as needed. Links have been included to other support documents where available.

Alt & F1 - Duplicate Booking

Alt & F2 - Quick Look (Provides a summarized view of the booking without opening it)

Alt & F3 - New Enquiry

Alt & F5 - Open Booking

Alt & F6 - Print Quote

Alt & F7 - Print Invoice

Alt & F9 - Print Booking Hardcopy

Alt & F10 - Audit Trail

Alt & F11 - Checkout Booking

Alt & F12 - Return Booking