

Checkmate Sales Pro Keyboard Shortcuts

All Tabs

- **Alt+F** opens the **Find** tab.
- **Alt+I** opens the **Interchange** tab.
- **Alt+P** opens the **Parts** tab.
- **Alt+Q** opens the **Quotes** tab.
- **Alt+W** opens the **Work Order/Invoice** tab.
- **Alt+O** opens the **PO** tab.
- **Alt+R** opens the **Credits>Returns** tab.

Find Tab

- **Alt+D** conducts a search.
- **Alt+T** resets the search criteria.

Interchange Tab

- **Alt+A** opens the interchange applications for the selected part.
- **Alt+C** cancels the part lookup.
- **Alt+L** opens the **Research Results** of your most recent search using the **Research** section.
- **Alt+S** is an alternative to pressing the **Search Inventory** button.

Parts Tab

- **Alt+L** opens the **All Parts** tab.
- **Alt+M** opens the **My Parts** tab.
- **Alt+N** opens the **Resolution Parts** tab.
- **Alt+X** opens the **Exchange Parts** tab.
- **Alt+H** opens the **Alternative Vehicles** tab.
- **Alt+A** opens the interchange application for the highlighted part.
- **Alt+T** edit the information for the highlighted part.
- **Alt+V** add **Private Part Notes**.
- **Alt+D** displays the part's description.
- **Ctrl+Q** starts a new quote for the selected part(s).
- **Ctrl+U** adds a part to a previous quote.
- **Ctrl+W** starts a new work order.

WO/Invoice Tab

- **Ctrl+W** view a preview of the work order.
- **Ctrl+E** opens the work order for editing and saves the work order.
- **Ctrl+T** prints the work order.
- **Ctrl+Shift+W** places the cursor in the work order search box.
- **Alt+N** allows you to view WO notes.
- **Alt+T** change tax information on the work order.
- **Ctrl+I** promotes the work order to an invoice.
- **Ctrl+Shift+I** places the cursor in the invoice search box.
- **Ctrl+L** emails & prints the invoice.
- **Ctrl+M** emails the invoice.
- **Alt+D** changes the department for the sale.

cut here
and put
this near your
workstation



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