



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 application 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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