

Navigator Shortcut Keys

BOOKING SCREEN SHORTCUT KEYS	
CTRL+N	Open new booking
F12	Go to Account Ref field
F8	Toggle National Database on or off
ALT+V	Go to Vias field
UP or DOWN keys in Time field	Changes the booking time and scrolls through the Booking Limits Graph
ESCAPE	Opens the Save Booking menu
TAB or UP/DOWN on Save Menu	Moves the selection to other buttons
ALT+P on the Save Menu	Places a tick in the Print Booking check box
ENTER on the Save Menu	To select the highlighted button
CTRL++ (PLUS)	Jumps to the Phone tab & enters selection mode
CTRL+UP or DOWN	Moves the selection on the phone tab
CTRL+-(MINUS)	Leaves the phone tab without making a selection
CTRL+INSERT (Hybrex PBX only)	Leaves the phone tab picking up the selected item

GENERAL SHORTCUT KEYS	
ALT+B	Switch to Booking Screen
ALT+D	Switch to Despatch Screen
ALT+A	Switch to Allocated Screen
ALT+W	Switch between Booking tabs
ALT+DOWN	Drop down lists on drop-down fields e.g. Vehicle and Calendar fields on Booking Screen
ALT	To reveal the menu Hot Keys (underlined letters on the menus)
ALT+Underlined Letter	To drop-down a menu e.g. ALT+P will drop-down the Pricing menu
CTRL+B	Find a Booking
CTRL+D	Driver Operations
CTRL+P	Phone Call History
CTRL+S	Phone Call Statistics
F3	Retrieve PIN Bookings

DESPATCH SCREEN SHORTCUT KEYS	
CTRL+P	To turn the Plot Area on or off
CTRL+T	To turn the Job Ticket on or off
CTRL+Q	To turn Plot Queue on or off
CTRL+O	To turn Overall Queue on or off
CTRL+F	To turn Feeder Queue on or off
F12	To jump to top of Bookings List
ENTER	To open the Despatch to Driver box

ALLOCATED SCREEN SHORTCUT KEYS	
F12	To jump to top of Bookings List

