Contents

Purpose

Use shortcut keys to quickly navigate through the interface. By leveraging the Hot Keys sheet, you define shortcut key combinations used within the current program. You can then select shortcut keys for specific functions.

Trigger(s)

Prerequisites

Epicor user

Helpful Hints

- Remember that you can right click on a field to drill into more details.
- Fields that have a pull down beside them indicate that there is a valid list of values that you can select from. You can enter the value by typing if you already know the value.
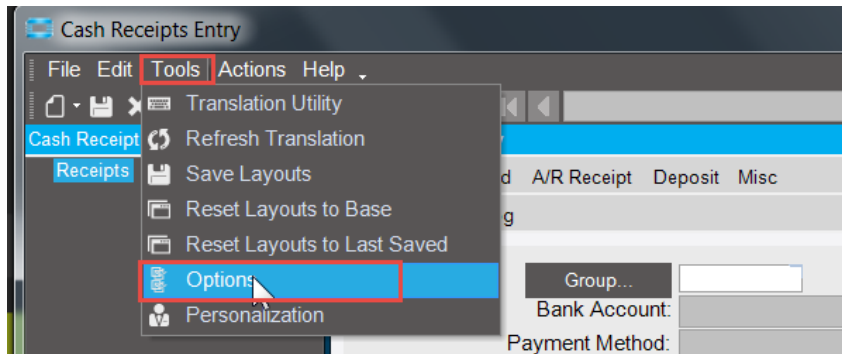
Command: About

- Remember to use field help to find out more detail about a field that is not defined in this manual. Help ⇨ **Field Help**
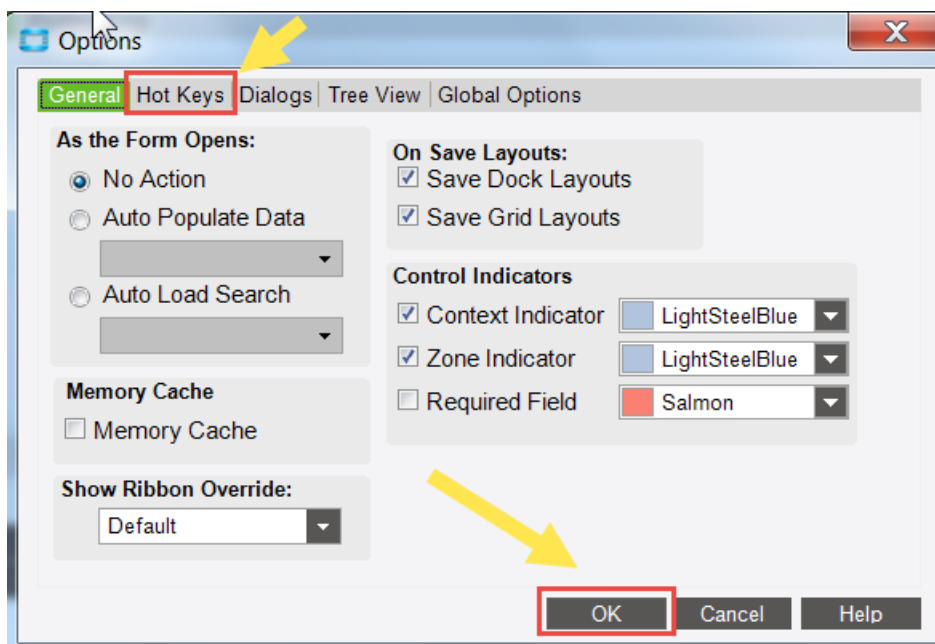
Procedure

Anywhere in the application for Setup or General Operations you will be able to access Tools > Options > Hot Keys.

You can personalize each program's interface so it displays the configuration that works best for you.
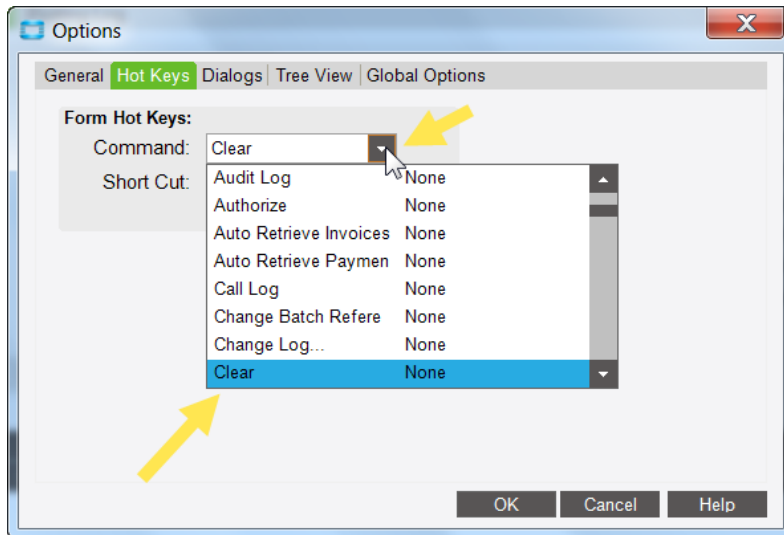

Menu Path

Tools > **Options** > Select Hot keys

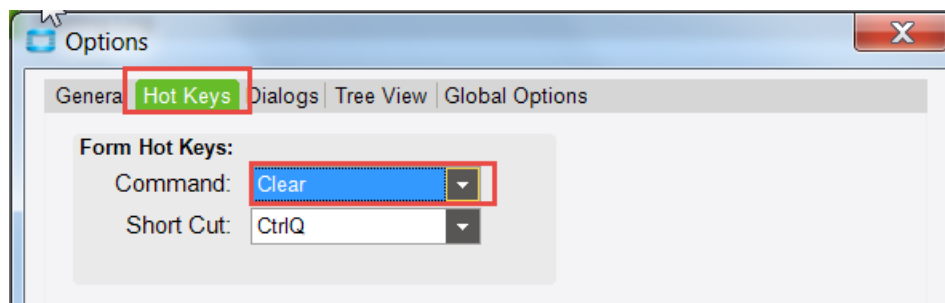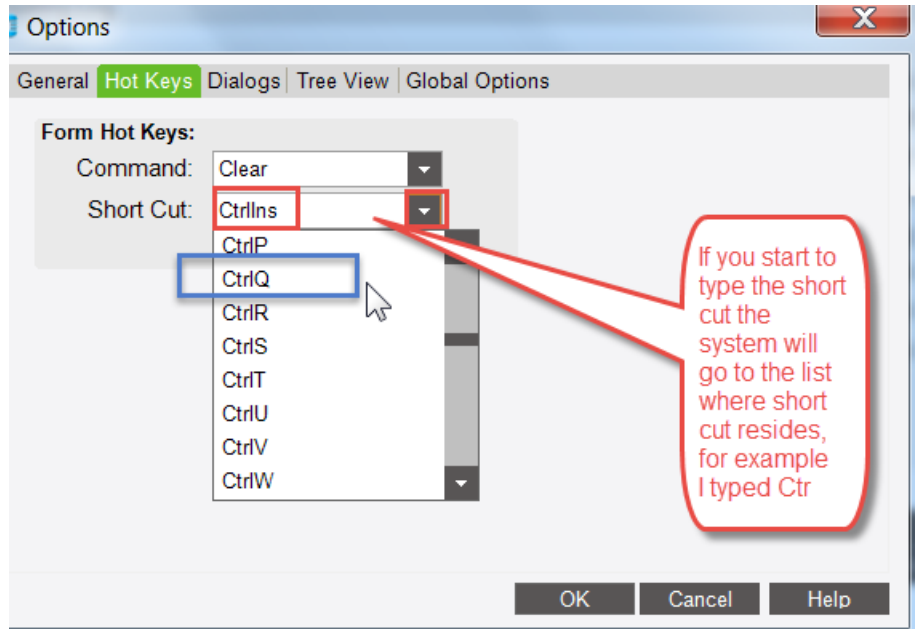The options you select become the default for the program each time you launch it!

How to Create Hot Keys and Short Cuts 10.1.docx

Example: You want to use a shortcut key combination to clear a record. On the Hot Keys sheet, you select the clear command from the list.

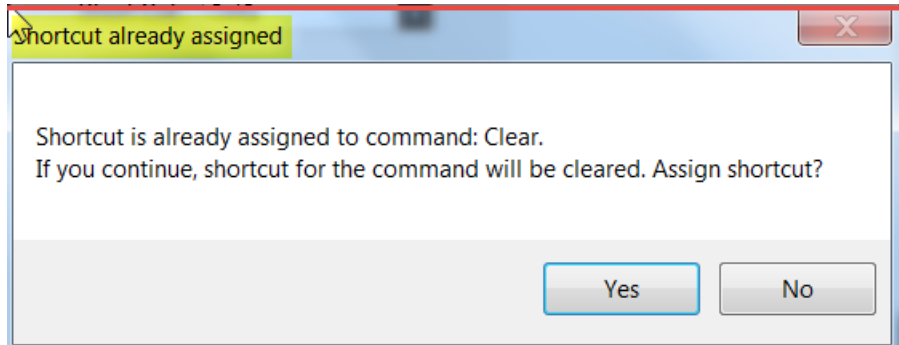Select Ctrl + Q from the Short Cut list.

Crawford Software
"Bringing Software and Manufacturing Together"

How to Create Hot Keys and Short Cuts 10.1.docx

You cannot assign the same shortcut to more than one command. When the warning message displays, you can either retain the existing assignments or assign the existing shortcut to the selected command while clearing the shortcut for the previous command. Shortcuts can be same at the Form and Global level.
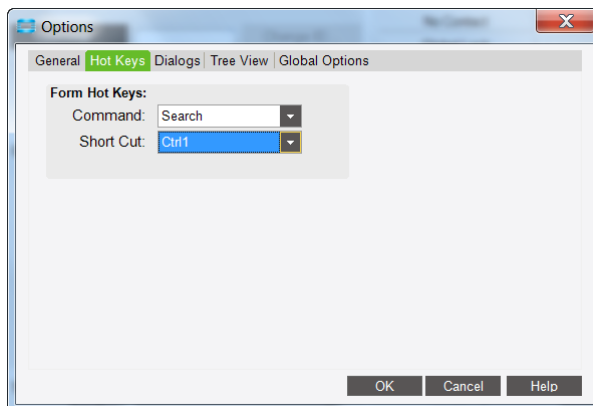
How to Create Hot Keys and Short Cuts 10.1.docx

Note: if the short cut already exist you will receive an error message

Shortcut already assigned

Shortcut is already assigned to command: Clear.
If you continue, shortcut for the command will be cleared. Assign shortcut?
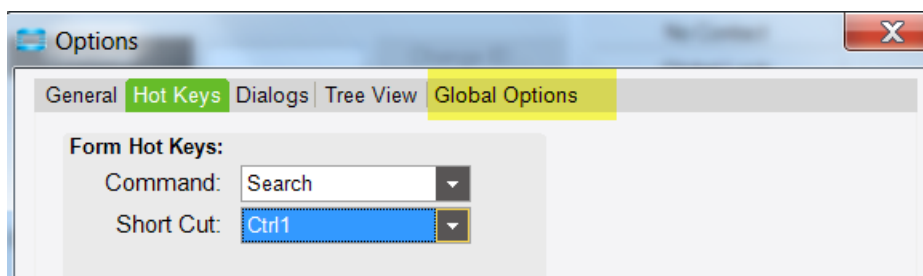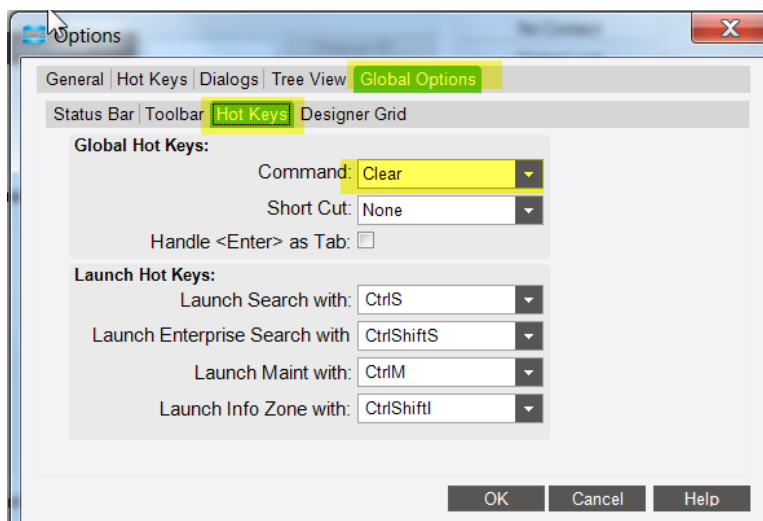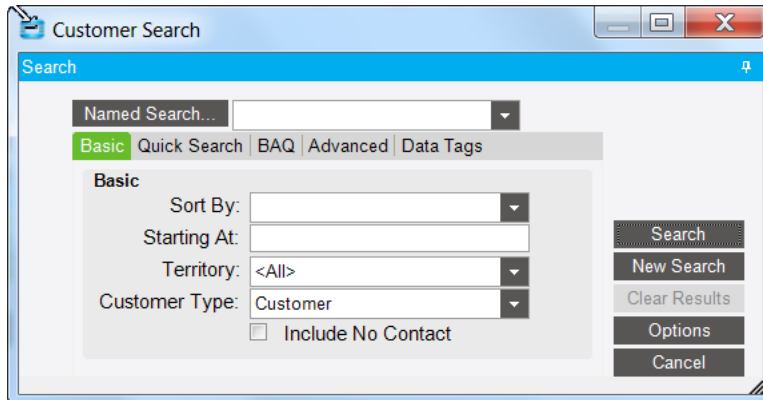
[Yes] [No]

Example 2

You may want to set up a Command for Search in a program, keep in mind it will only work on the form and in the funtion area for this hot key.

Options

General | Hot Keys | Dialogs | Tree View | Global Options

Form Hot Keys:
Command: Search
Short Cut: Ctrl1

OK   Cancel   Help

If you wish to activate a more global setting then you would go to Global Hot Keys

Options

General | Hot Keys | Dialogs | Tree View | Global Options

Form Hot Keys:
Command: Search
Short Cut: Ctrl1

Crawford Software
"Bringing Software and Manufacturing Together"

How to Create Hot Keys and Short Cuts 10.1.docx

Field Name	R/O/D	Description	
Tools	O	In the drop down box – select Options	
Options	O	Click here	
Hot Key	O	Click on this Tab	
Command	O	Select which command you would like to design a hot key, or short cut to use in place of mouse clicking	
Short Cut	O	Select the short cut there are numerous	

Crawford Software
"Bringing Software and Manufacturing Together"

How to Create Hot Keys and Short Cuts 10.1.docx