

TravelWise.NET

Billetkontoret A/S
NET Travel Service

Documentation

Hotkeys

Main Hotkeys and Shortcuts

For any details contact TravelWise HelpDesk
March 9, 2011

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
HOTKEYS AND SHORTCUTS	2
CUSTOM SHORTCUTS INSIDE THE FORMS	2
MAIN HOTKEYS AND SHORTCUTS	3

HOTKEYS AND SHORTCUTS

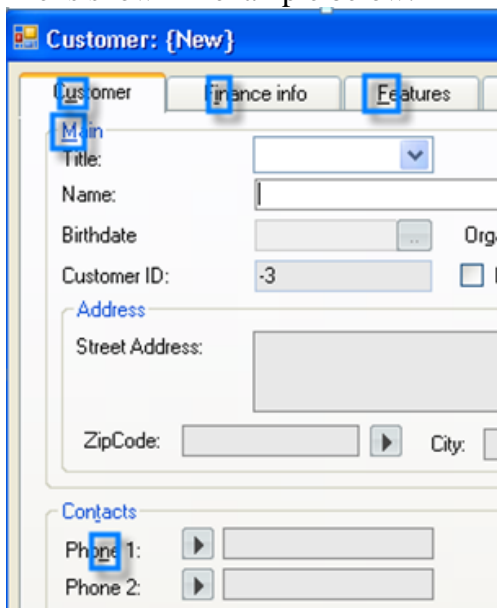
Hotkey – a computer key or key combination that causes a specified action to occur.

Shortcut – represents a designated letter in a menu command or a toolbar button which, when pressed together with the ‘Alt’ key, activates the assigned command.

CUSTOM SHORTCUTS INSIDE THE FORMS

Each form has got a number of specific shortcuts, which can be seen by the character underlined in the name of the control. Some shortcuts are invisible on opening the form, press ‘Alt’ to get it underlined.

To enable the control which has got a shortcut press ‘Alt’ + its underlined character, like is shown in example below:



Press the keys combination to enable corresponding control:

Alt + U (Customer)

Alt + I (Finance info)

Alt + F (Features)

Alt + M (Main)

Alt + N (Phone)

Etc.

MAIN HOTKEYS AND SHORTCUTS

<i>Area</i>	<i>Operation</i>	<i>Hot key</i>	<i>Comments</i>
GENERAL	Close application	Alt+F4	
	Close any form	Esc	<i>Or Alt + C when a button with corresponding name exists in the form.</i>
	Save	Alt + S	<i>Can be applied only when a button with corresponding name exists in the form.</i>
	Open	Alt + O	
	New	Alt + N	
	Delete	Alt + D	
	Book	F9	<i>Relevant for forms: Search Hotel Rates Search Transfer and Sightseeings (Tours) Rates Segments forms</i>
GRID	Navigate down	Enter	
	Open items from grid	Alt + Enter	<i>For example, remarks.</i>
	Navigate through controls in the form	Tab	<i>Shift + Tab to navigate backwards.</i>
	To switch between the opened forms	Ctrl + Tab	
SEARCH	Quick Search	Ctrl + F	<i>Located in the Status bar area of the Main form.</i> <i>To determine search type use prefix in front of the searched item: \$ Invoice by Number ? Customer by Name + Customer by Phone * Hotel by Name / Passenger by Last Name</i>

- PNR by Number
+71< Invoice by FIK
code

Order search can be
started without prefix.

	Search Hotel Rates	Ctrl + Shift + R	A new Order can be started from these forms.
	Search Transfer and Sightseeings (Tours) Rates	Ctrl + Shift + E	
	JRP Rates	Ctrl + Shift + J	
	Customers	Ctrl + Shift + C	
	Orders	Ctrl + Shift + O	
	Hotels	Ctrl + Shift + H	
	Transfers	Ctrl + Shift + T	
	Sightseeing	Ctrl + Shift + S	
ORDER	New	Ctrl + O	
	Switch between the tabs	Ctrl + Shift + Tab number	Ctrl+Shift+1 for 'Segments' tab Ctrl+Shift+2 for 'Finance' tab etc.
	Add Order in 'Issue Queue'	Ctrl + I	Order becomes added in a shared view located in main menu: Reports -> Issue Queue.
	NEW SEGMENTS 'SEGMENTS' TAB		
	Attach PNR	Alt + A	New Auto Flight Segment.
	Auto Hotel Segment	Ctrl + 2	Fare conditions are taken automatically from Contracts.
	Auto Transfer Segment	Ctrl + 3	
	Auto Sightseeing Segment	Ctrl + 4	
	Manual Flight Segment	Alt + 1	Fare conditions to be inserted manually. Most

	Manual Hotel Segment	Alt + 2	<i>controls are opened for a manual choice.</i>
	Manual Transfer Segment	Alt + 3	
	Manual Sightseeing Segment	Alt + 4	
	Manual Misc Segment	Alt + 5	<i>Misc segment – miscellaneous service provided by hotel.</i>
	Status form	F3	<i>Use to change the current segment status.</i>
ISSUE DOCUMENTS 'SEGMENTS' TAB	Create/Open Voucher	Ctrl + P	<i>Available in 'Segments' and 'Vouchers' tabs. *Only vouchers for confirmed segments with 'OK' status can be printed or e-mailed.</i>
	Edit Voucher	Ctrl + E	<i>Available in 'Segments' and 'Vouchers' tabs.</i>
	Supplier Confirmation	F11	
	Customer Confirmation	F12	
	New Invoice (Offer)	F10	
	New Invoice (Offer)	Shift + F10	<i>Controlled by 'CreateOfferOnF10' Company Setting. If it's false, then confirmed, i. e. 'OK' segment with docs only are taken by default in a generated Invoice.</i>
'INVOICE LINES' TAB	Print/e-mail options for existing Offer, Invoice, Itinerary (Travel Document), E-ticket or XML Invoice	Alt+P	<i>This function is available from 'Invoice' form also. It is not allowed to issue Invoice from Offer without opening it due to user rights restrictions.</i>

	Copy Invoice (Offer)	F11	<i>F10 shortcut is also available for a new Invoice (Offer) creation.</i>
	Copy Invoice (Offer) in a new Order	Ctrl + F11	
	Create a Credit Note (Inverted Invoice)	F12	
<i>'TICKETS' TAB</i>	E-ticket Preview	Ctrl + P	