POSIM | *retail power.*

POSIM EVO Quick Keys

Payments	Quick Key
Cash Method of Payment	F1
Check Method of Payment	F2
AR Method of Payment	F3
Credit Card Method of Payment	F4
Debit Method of Payment	F5
Gift Card Method of Payment	F6
Other 1 Method of Payment	ctrl+alt+1
Other 2 Method of Payment	ctrl+alt+2
Other 3 Method of Payment	ctrl+alt+3

Other Sales Functions	Quick Key
Add Preferred Items	ctrl+a
Attach an Open Card as HTML to email	ctrl+e
Change All Discount	shift+(-)
Change All Margins	shift+(+)
Change All Prices	shift+(/)
Change All Quantity	shift+(*)
Change the Margin %	+
Change the Price	/
Change the Quantity	*
Clear Transaction Document	ctrl+k
Close Windows	ctrl+W
Commit/Uncommit an Invoice	ctrl+o
Discount	-
Gift Card Balance	ctrl+h
Invoice Discount	ctrl+(\)
List All for Items	ctrl+f
Look up Bill to Customer	ctrl+b
Look up Ship to Customer	ctrl+s
New Customer	F11
New Invoice	F10
Open Cash Drawer	F9
Post	F12
Price Code Level	F8
Print Document	ctrl+p
Print Gift Receipt	ctrl+g
Print Last Invoice	ctrl+i
Printer Toggle	ctrl+t
Quick Add Customer	shift+F11

Transaction Types	Quick Key
Drop Ship Transaction Type	ctrl+shift+d
Gift Card Transaction Type	ctrl+shift+g
Labor Transaction Type	ctrl+shift+l
Layaway Transaction Type	ctrl+shift+y
Misc Transaction Type	ctrl+shift+m
Payment on Account Transaction	ctrl+shift+a
Rental Transaction Type	ctrl+shift+n
Return to Vendor Transaction Type	ctrl+shift+b
Return Transaction Type	ctrl+shift+r
Sales Transaction Type	ctrl+shift+s
Special Order Transaction Type	ctrl+shift+o
Subtotal Transaction Type	ctrl+shift+u
Ticket (Admission) Transaction Type	ctrl+shift+t
Transaction Type	F7

General Functions	Quick Key
Add Comment Line	ctrl+j
Close	ctrl+q
Copy	ctrl+c
Cut	ctrl+x
Delete All Lines	Shift + Delete
Delete Line	Delete
Duplicate Card	ctrl+d
Find Item	ctrl+z
Insert a Line into the Table	Insert
Log out	ctrl+l
Next Open Line in the Table	End
Remove Card	ctrl+r
Scroll Down One Page of the Table	Page Down
Scroll Up One Page of the Table	Page Up
Switch Between Open POSIM Windows	alt+F6
Switch Between Running Programs	alt+Tab
Top of the Table	Home

Inventory Functions	Quick Key
Post and Receive	shift+F12
Print Product Label	ctrl+b