



The following Hot Key combinations are available within Fishbowl Manufacturing and Fishbowl Warehouse:

GENERAL

CTRL + S	Save
CTRL + P	Print
CTRL + E	Email
F5	Refresh
CTRL + U	Duplicate
CTRL + H	Help
CTRL + N	New Order, Part, Product, etc.
CTRL + I	Issue/Unissue Orders
CTRL + D	Delete Orders
CTRL + D	Void Orders
CTRL + SHIFT + A	Add Memo when in Memo tab
CTRL + SHIFT + E	Edit Memo when in Memo tab
CTRL + SHIFT + D	Delete Memo when in Memo tab
CTRL + SHIFT + P	Print Memo when in Memo tab

GENERAL (ORDER LINE ITEMS)

CTRL + SHIFT + I	Insert Item
CTRL + SHIFT + A	Add Item
CTRL + SHIFT + E	Edit Item
CTRL + SHIFT + F	Fulfill Item
CTRL + SHIFT + X	Delete Item
CTRL + SHIFT + Up	Move Up
CTRL + SHIFT + Down	Move Down

TAB ALTERING HOT KEYS

ALT + Up/Left	Switch one tab to the left
ALT + Down/Right	Switch one tab to the right
ALT + Backspace/Delete OR Middle Mouse Click	Close current tab
ALT + Slash	Previous tab
ALT + Comma	Save bookmarks
ALT + Period	Load bookmarks

REPORTS

CTRL + M	Modify currently selected Report
F5	Refresh currently selected Report

MONITOR

CTRL + E	Edit Watch
CTRL + A	Automatically create Watches
CTRL + X	Delete all Watches

PART

CTRL + R	Calculate Reorder Point and "Order Up to" Levels
CTRL + O	Calculate the ABC Codes of each Part
CTRL + B	Create a new Bill of Materials with current Part as the Finished Good
CTRL + I	View the Inventory for the current Part

PRODUCT

CTRL + T	Product Tree Manager
CTRL + I	View the inventory for the current part

INVENTORY

CTRL + Y	Adjust Inventory amounts
CTRL + SHIFT + E	Adjust Inventory amounts for the selected Tag
CTRL + SHIFT + T	Make adjustments to the Tracking information of uncommitted Parts within the selected Tag
CTRL + SHIFT + M	Move Inventory to a new Location
CTRL + SHIFT + X	Scrap Inventory of selected Tag
CTRL + SHIFT + V	Display Tracking for the selected Tag

PRICING RULE

CTRL + A	Adjust Product Prices
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DISCOUNT

CTRL + E	Edit Discount
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SALES ORDER

CTRL + Q	Quick Ship Wizard
CTRL + K	View this Order in Picking
CTRL + Y	Payment Wizard
CTRL + O	Create a Purchase Order based on the items of this Sales Order
CTRL + T	Print an Invoice for the selected Order

SALES ORDER LINE ITEMS

CTRL + SHIFT + T	Make selected line item Taxable/Non-Taxable
CTRL + SHIFT + Q	Add items to Sales Order using a Quicklist
CTRL + SHIFT + L	Add items to a Quicklist
CTRL + SHIFT + D	Add Discount to Sales Order
CTRL + SHIFT + S	Add a Subtotal line item
CTRL + SHIFT + C	Check Inventory of Sales Order line items

PICKING

CTRL + T	Flag Pick as Started
CTRL + F	Move the Inventory from the selected Tag to the destination Location
CTRL + D	Un-commit the Inventory and start the Pick over
CTRL + M	Commit Inventory
CTRL + G	Wizard for Grouping similar Picks together
CTRL + U	Wizard for Ungrouping Picks

PICKING LINE ITEMS

CTRL + SHIFT + C	Combine currently selected items into one Pick
CTRL + SHIFT + H	Toggle hold status
CTRL + SHIFT + S	Start currently selected items
CTRL + SHIFT + M	Commit currently selected items
CTRL + SHIFT + A	Have Fishbowl find some tags for selected items
CTRL + SHIFT + F	Finish currently selected items
CTRL + SHIFT + V	Void currently selected items



FISHBOWL HOT KEYS REFERENCE SHEET

EFFECTIVE 09 MAR 2015

RMA

- CTRL + RCreate a credit return SO
- CTRL + ISend resolved items to Customer
- CTRL + SHIFT + AAdd link for selected line item when in the Links tab
- CTRL + SHIFT + EEdit link for selected line item when in the Links tab

TRANSFER ORDER

- CTRL + ECreate a Transfer Order using a Wizard to Replenish a Location Group with Inventory
- CTRL + TCreate a Putaway Transfer Order using a Wizard

RECEIVING

- CTRL + RReceive the current Order
- CTRL + EReconcile the current Order
- CTRL + FFulfill the current Order (Receive and Reconcile)

PURCHASE ORDER

- CTRL + RGo to the Receiving Module for the current Order
- CTRL + OAutomatically create Purchase Orders

ACCOUNTING

- CTRL + EExport Bills, Invoices, Credit Memos, and Vendor Credits

PAYMENT VIEWER

- CTRL + DDelete the selected Payment history

BILL OF MATERIALS

- CTRL + MManufacture the Bill of Materials
- CTRL + SHIFT + AAdd item to the Bill of Materials
- CTRL + SHIFT + DDelete item from the Bill of Materials

MANUFACTURE ORDER

- CTRL + FQuickly fulfill the Manufacture Order
- CTRL + NCreate a new Manufacture Order
- CTRL + TClose short the Manufacture Order
- CTRL + SHIFT + SStart currently selected Work Order
- CTRL + SHIFT + POpen the Pick for the selected Work Order
- CTRL + SHIFT + FFinish currently selected Work Order
- CTRL + SHIFT + AAdd a Bill of Materials to the Manufacture Order
- CTRL + SHIFT + XDelete currently selected Work Order
- CTRL + SHIFT + VVoid currently selected Work Order
- CTRL + SHIFT + UAdd User to the Manufacture Order
- CTRL + SHIFT + DDelete User from the Manufacture Order

SCHEDULE

- CTRL + RRun selected Schedule

LOCATION

- CTRL + OAutomatically create Locations based upon some naming convention
- CTRL + RLocation sort order

SHIPPING

- CTRL + SPack the shipment
- CTRL + IShip the Loaded Shipment
- CTRL + WShip items wizard
- CTRL + SHIFT + ACreate a new Carton
- CTRL + SHIFT + XDelete the selected Carton
- CTRL + SHIFT + EEdit the selected Carton/item
- CTRL + SHIFT + TTrack Carton

CONSIGNMENT

- CTRL + SHIFT + EIncrease or Decrease qty of selected tag
- CTRL + SHIFT + TMake adjustments to the Tracking information of uncommitted Parts within the selected Tag
- CTRL + SHIFT + MMove Inventory to a new Location
- CTRL + SHIFT + XScrap Inventory of selected Tag
- CTRL + SHIFT + VDisplay Tracking for the selected Tag
- CTRL + SHIFT + DownAdd highlighted Part to selected items
- CTRL + SHIFT + SCreate a Sales Order with the selected Parts on it
- CTRL + SHIFT + TCreate a Transfer Order with the selected Parts on it
- CTRL + TCreate a Transfer Order to replenish inventory
- CTRL + PCreate a Purchase Order to replenish inventory
- CTRL + LCreate a new Consignment location

SALESPPOINT HOT KEYS

- CTRL + NNew Order
- CTRL + SHIFT + XDelete item
- CTRL + SHIFT + RAdd a line item Tax Rate
- CTRL + SHIFT + MAdd misc item
- CTRL + SHIFT + DAdd Discount item
- CTRL + SHIFT + SAdd Subtotal item
- Ctrl + QCheck out
- CTRL + SHIFT + AAdd item
- CTRL + SHIFT + PAssociated Price
- CTRL + SHIFT + UpMove line item up
- CTRL + SHIFT + DownMove line item down
- CTRL + SHIFT + Plus(+)Quantity up
- CTRL + SHIFT + Minus(-)Quantity down



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