Standard Shortcuts

Standard application shortcuts can be used anywhere in the OWS.

Note: When referring to shortcuts, please keep in mind that the "+" (plus sign) separates out different keys. Therefore, Ctrl + F4 refers to two different keys pressed at the same time: Ctrl and the F4 function key.

CTRL Key Shortcuts

Ctrl + Q — Toggles between the active forms within Manitou. *This works like Alt+Tab in Windows.

Ctrl + L — Advanced Customer Search

Function Key Shortcuts

Functions keys are located at the top of the keyboard and all begin with "F", such as F2, F3, etc.

F2 — Navigator Pane/Navigation Tab. Activates Navigation Pane, highlighting the first record or form available.

F3 — Notes. Brings up the Notes form on the Navigator Pane.

F4 — Manual Signal. Used to generate manual alarms within the system.

F6 — On Test. This will load the On Test form from within a Customer Record, using F6 will pre-load that customer's data into the On Test form. It's super easy to place customers on test without leaving the customer screen.

F7 — Instant Messenger. Launches the Instant Messenger feature within Manitou.

F8 — not used

F9 — Pre-Cancel. This launches the pre-cancel form.

F10 — Dealer record. Brings up the Dealer record; from within a Customer Record, using F10 will pre-load the customer's data into the Dealer record.