



Hotkey Quick Reference

To navigate within a POS page: Press Ctrl + Shift + (key) or press the Tab key

To navigate to a POS Page: Press Ctrl + Shift + (key) or press the Tab key

KEY TO DISPLAY

1	Funds > Cash Drawer Operations > Detail Reports
2	Customer > Miscellaneous Registration > Disabled Placard > Placard Inquiry
3	Customer > Miscellaneous Registration > Time Permit > Permit Inquiry
7	Customer > Special Plates > Inquiry**
8	Customer > Miscellaneous Registration > Time Permit > Permit Duplicate Receipt
9	Customer > Miscellaneous Registration > Disabled Placard > Report
A	Customer > Title/Registration > Title Application
B	Customer > Miscellaneous Registration > Disabled Placard > Placard Management
C	Customer > Registration Only > Address Change/Print Renewal
D	Customer > Title/Registration > Dealer Titles
E	Customer > Title/Registration > Correct Title Rejection
F	Customer > Registration Only > Duplicate Receipt
G	Accounting > Additional Collections/Time Lag
K	Customer > Miscellaneous Registration > Tow Truck
L	Customer > Title/Registration > Additional Sales Tax
M	Customer > Registration Only > Modify
N	Customer > Miscellaneous Regis> Non-Resident Agriculture Permit > Permit Application
O	Miscellaneous > Void Transaction
P	Customer > Registration Only > Replacement
R	Customer > Registration Only > Renewal
Q	Accounting > Regional Collections
T	Customer > Miscellaneous Registration > Time Permit > Permit Application
U	Customer > Title/Registration > Status Change
V	Customer > Inquiry > Vehicle Information
W	Customer > Miscellaneous Registration > Temporary Additional Weight
X	Customer > Registration Only > Exchange
Y	Customer > Miscellaneous Registration > Time Permit > Permit Modify
Z	Funds > Cash Drawer Operations > Close Out for the Day

** In some environments, Ctrl+Shift+7 may display the page sequence for modifying disabled placard information.



Hotkey Quick Reference By Task

To navigate within a POS page:

Press Ctrl + Shift + (key) or press the Tab key

To access the first page for:

Press Ctrl + Shift +

TASK	KEY
Adding a status change remark to the registration record	U
Changing a vehicle owner address	C
Closing out cash drawers	Z
Collecting additional sales tax	L
Correcting a title rejection	E
Disabled placard inquiries	2
Exchanging registration class or license plate type	X
Inquiring about a special license plate**	7
Inquiring about a timed permit	3
Inquiring about a vehicle	V
Issuing a duplicate receipt for a timed permit	8
Issuing a duplicate registration receipt	F
Issuing Tow Truck temporary registration	K
Managing disabled parking placards	B
Modifying registration information	M
Printing a registration renewal	C
Processing a non-resident agriculture permit application	N
Processing a request for Temporary Additional Weight	W
Processing a timed permit	T
Processing a title application	A
Processing dealer titles	D
Recording additional collections made late	G
Renewing a vehicle registration	R
Replacing license plates or stickers	P
Special plate inquiries**	7
Vehicle inquiries	V
Voiding a transaction	O

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