



# 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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