

Xcelerator

Hot Key	Description
New Order <Ctrl+Alt+N>	Opens new order
Save Order <Ctrl+Enter>	Submits current order to dispatch
Set Order as 'Quote' <Ctrl+2>	See explanation below
Set Order as 'Fast-Ref' <Ctrl+3>	See explanation below
Set 'Multi-Mode' <Ctrl+4>	See explanation below
Set 'Continuation' <Ctrl+Shift+4>	See explanation below
Set Order as 'New Order' <Ctrl+5>	Clears all above statuses back to 'N'ew
City-State-Zip Popup <Ctrl+Down>	Shows applicable City/State based on Zip
Suspend Address Verification <Ctrl+Alt+Down>	Halts Address Verification for this order
Account No (focus) <Ctrl+6>	Highlights Account No
Company Popup <Ctrl+L>	Client Account selection
Fast-Ref Popup <Ctrl+Alt+L>	See Explanation Below
Caller Popup <Ctrl+Alt+A>	Shows callers available to this client
Credit Card Transaction <Ctrl+Shift+O>	Credit Card authorization window
Pickup Popup <Ctrl+Shift+A>	Shows all pickup addresses for this client
Delivery Popup <Ctrl+Alt+S>	Shows all delivery addresses for this client
Pickup Address Popup <Ctrl+Shift+A>	Edit Pickup address
Delivery Address Popup <Ctrl+Shift+S>	Edit Delivery address
Insert Billing Address <Ctrl+D>	Applies Billing address as Pickup address
Switch Pickup/Delivery Address <Ctrl+Alt+R>	Swaps Pickup/Delivery addresses
Stop-Off Popup <Ctrl+E>	Attach Stopoffs to orders
Flight Finder Popup <Ctrl+;>	Shows local airports and add them as a stopoff
Drivers Popup <Ctrl+?>	Assign Drivers to an order and set commission
Drivers Comm Summary <Ctrl+ ">	Shows primary driver pay, can be set as default
Delivery Center/Dispatcher Popup <Ctrl+Space>	Control Delivery Center, Segment and Dispatcher
Price OverRide Popup <Ctrl+Alt+M>	Allows order base or total to be manually priced
Multiple Reference # Popup <Ctrl+Alt+8>	Manages multiple refs for this order
POD Popup <Ctrl+ } >	Allows to enter POD information
MapQuest Tool (Pickup map) <Ctrl+,>	Shows Pickup address on map
MapQuest Tool (Deliv map) <Ctrl+ . >	Shows Delivery address on map
MapQuest Tool (directions) <Ctrl+Shift+.>	Shows directions from pickup to delivery on map
Itemized Package Popup <Ctrl+Alt+G>	Add itemized package info if enabled
Inventory Popup <Ctrl+Shift+I>	Shows available inventory and attach to order
Toolbar (Open/Close) <Ctrl+T>	Toggles side toolbar