

**Adaxia**



**Adempiere Commands  
Windows Swing Client**

## DOCUMENT SUMMARY SHEET

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## 1 Window Toolbar


Command	Button	Function Key	Shortcut	Menu	Description
Ignore		ESC		Edit - Ignore	Ignore changes made
Help		F1		Help - Help	Get more information
New		F2	Ctrl-N	Edit - New	Create new record
Delete		F3	Ctrl-X	Edit - Delete	Delete current record
Save		F4	Ctrl-S	Edit - Save	Save current record
Refresh		F5		Edit -Refresh	Refresh records
Find Record		F6	Ctrl-F	View - Find Record	Display search screen
Attachment		F7		View - Attachment	Enter or display an attachment
Data Grid Toggle		F8		View - Data Grid	Switch between data and grid views
History Records		F9		View - History Records	Display history records (toggle)

Command	Button	Function Key	Shortcut	Menu	Description
Menu		F10*		Go - Menu	Display menu
Parent Record			Alt-Left	Go - Parent Record	Display parent record
Detail Record			Alt-Right	Go - Detail Record	Display detail record
First Record			Alt-Pg Up	Go - First Record	Display first record
Previous Record			Alt-Up	Go - Previous Record	Display previous record
Next Record			Alt-Down	Go - Next Record	Display next record
Last Record			Alt-Pg Down	Go - Last Record	Display last record
Report			Alt-P	File - Report	Display report of the current record
Print			Ctrl-P	File - Print	Print a document
Product Info			Ctrl-I	View - Product	Display product information

Command	Button	Function Key	Shortcut	Menu	Description
				Info	
End Window			Alt-X	File - End Window	Close the current window

## 2 Window Menu





Menu Bar	Menu Item	Icon	Shortcut	Description
<b>File</b>			Alt-F	
	Print Screen		PrintScreen	Print Screen
	Report		Alt-P	Create Report
	Print		Ctrl-P	Print Document
	End Window		Alt-X	Close Window
	Exit Application		Shift-Alt-X	Close Application
<b>Edit</b>			Alt-E	
	New Record		Ctrl-N	New Record
	Save Changes		Ctrl-S	Save Record
	Copy Record		Ctrl-V	Copy and Insert Record
	Delete Record		Ctrl-X	Delete Record
	Ignore Changes		Escape	Ignore Changes
	Refresh		F5	Refresh Records
	Find record		Ctrl-F	Find Records
<b>View</b>			Alt-V	
	Product Info		Ctrl-I	Product Info

Menu Bar	Menu Item	Icon	Shortcut	Description
	Business Partner Info		Shift-Ctrl-I	Business Partner Info
	Account Info		Alt-Ctrl-I	Account Info
	Order Info			Order Info
	Invoice Info			Invoice Info
	Shipment Info			Shipment Info
	Payment Info			Payment Info
	Attachment		F7	View/Create Attachment
	History records		F9	View History (toggle)
	Data Grid toggle		F8	Data Grid (toggle)
<b>Go</b>			Alt-G	
	First record		Alt- PgUp	First Record
	Previous record		Alt- Up	Previous Record
	Next record		Alt- Down	Next Record
	Last record		Alt- PgDown	Last Record
	Parent Record		Alt- Left	Parent Tab
	Detail Record		Alt- Right	Detail Tab
	Menu		(F10)	Menu







Menu Bar	Menu Item	Icon	Shortcut	Description
<b>Tools</b>			Alt-T	
	Calculator			Calculator
	Calendar			Calendar
	Editor			Text Editor
	Script			Script Editor
	Preference			Set Preferences
<b>Help</b>			Alt-H	
	Help		F1	Show Help Info
	Online			ADempiere Online
	Send EMail			Send EMail
	About			About ADempiere

Tabs have Alt-1, Alt-2 ... shortcuts associated.

Command	Button	Shortcut	Description
Zoom			Zoom to the Window for this Selection Field
Refresh			Refresh list for Selection Field
Value Preference			Set the default value for this field on Client, Organization, Window level
Editor			Edit Text (with HTML result view)
Script			Edit and test Script

## 4 Workflow Buttons

Command	Button	Shortcut	Description
Go to Start			Start Workflow again
Back one step			Previous workflow step
Next step			Next workflow step
End			End Workflow

Heading 1

## 5 Adaxa's Offices and Contacts

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