



# 10 CARGOWISE Helpful Hot Keys



**F7**

Pressing F7 key from anywhere in ediEnterprise will show Organizations module in separate window.

In search/find field : code+F4

No match: displays grid.

One match: selects & copies.

Multiple matches: displays grid; auto-executes, focuses on top line for selection.

**F4**



**CTRL + 0**

Ctrl + 0 in Billing tab activates a pop-up calculator

Use this to move through tabs on the filter screen.

**CTRL + TAB**



**CTRL+ UP or  
CTRL + DOWN**

In date field.

CTRL + UP: Use to add one day to the displayed date. CTRL +

DOWN: Use to subtract one day to the displayed date.

In filter screen: Use to search using the selected filters. This is the same as selecting find button.

**Ctrl+Enter**



**F9**

In entry grid. Use to copy a grid/cell. This will copy the data from the cell in the line above.

Use to clear the filtered criteria. This is the same as selecting the Clear button.

**Alt+Enter**



**F8**

Opens the Sales Inquiry Manager Module.

Open a Favorite in a new window. Cargowise allows for 12 favorites.

**CTRL +F1-F12**

