# AgWorks, Inc.

## 251 S. 14th Avenue – Eldridge, IA 52748

## **Standard Operating Procedures for:**

Keyboard shortcuts within AgWorks modules

#### **Revisions:**

Date	Author	Description
11/29/2010	Katie Bergthold	Creation of document.

## **Summary/Overview:**

The following guide is to assist the user in the task using keyboard shortcuts within AgWorks modules.

## Warning/Notice:

The following assumes users have an understanding what each shortcut commands.

#### **Procedures:**

#### Within Manager:

• Push ESC to close out of window viewing

#### Within Delivery Doc:

- Ctrl + D Open Edit Document window
- Ctrl + P Add New Order Based On Previous (creates new order based off *last* created order)
- Ctrl + O Open Edit Order window
- Push ESC to close out of window viewing

### Within AgScale:

- F8 to Monitor for activity (trigger > 10lbs)
- Push ESC to close out of window viewing