



LoadMaster®

Timesaving Keystrokes:

- **Command Shortcuts** - All command buttons have shortcut keys that are distinguished by the underlined character on the button. Press Alt + shortcut key to initiate a command.
- **Execute a Command** - Press Enter or Alt + E to initiate a command such as Search, Add or Update.
- **Abort a Command** - Press Alt + B or Esc to abort a command.
- **Display the Additional Options Menu from the Main Menu** - Press Alt + down arrow.
- **Exit a Screen** - Press Alt + X or Alt + F4.
- **Move Forward from Field to Field** - Press Tab.
- **Move Backward from Field to Field** - Press Shift + Tab.

Within a Field

- **Select all Characters for Easy Typeover** - Press Ctrl + A.
- **Select Characters to the Right of Insertion Point** - Press Shift + End.
- **Select Characters to the Left of Insertion Point** - Press Shift + Home.
- **Move Forward One Character** - Press right arrow.
- **Move Backward One Character** - Press left arrow.
- **Display the Options in a Browse Field** - Press F3 then up or down arrow to scroll.
- **Enter a Browse Screen** - Press F5 + Spacebar or F5 + Enter.
- **Select or Clear a Check box** - Press Spacebar.

Entering Dates/Times in Date Fields

- **Current Date** - Type **t** for the current date.
- **Current Date and Time** - Type **n** for the current date and time.
- **Future Dates** - Type **t** followed by the number of days from today for future dates. For example, **t1** would be tomorrow.
- **Past Dates** - Type **t** followed by a negative number for prior dates. For example, **t-1** would be yesterday.
- **Current Year** - Type **MMDD**. The date appears with current year. For example, in 2004, typing 1225 would produce 12/25/2004.
- **Current Month and Year** - Type **DD**. The date appears with current month and year. For example, in June 2005, typing 13 would produce 06/13/2005.
- **Date and Time** - Type the date followed by a space, then the time. Military time may be entered as a two or four-digit number using **0** through **24**. Civilian time should be followed by **a** (for AM) or **p** (for PM).

Search Options

Description	Symbol	Example
Find values <u>less than</u> a specific value.	<	In the <i>Order number</i> field, type <150 . Returns all orders with an order number less than 150.
Find values <u>less than or equal to</u> a specific value.	<=	In the <i>Order number</i> field, type <=150 . Returns all orders with an order number equal to or less than 150.
Find values <u>greater than</u> a specified value.	>	In a date field, type >12/31/2004 . Returns all records with a date later than 12/31/2004.
Find values <u>greater than or equal to</u> a specified value.	>=	In a date field, type >=12/31/2004 . Returns all records containing a date of 12/31/2004 or later.
Find values that are <u>between</u> two values.	>&<	In the <i>Driver ID</i> field, type >650&<655 . Returns all drivers with an ID between 650 and 655.
Find values that <u>include and are between</u> the typed parameters.	>=&<= or :	In the <i>Driver ID</i> field, type >=650&<=655 or 650:655 . Returns all drivers with an ID between and including 650 and 655.
Find all values <u>except those between</u> the two parameters.	<= >=	In a year field, type <=2002 >=2004 . Returns all records that do not relate to the year 2003.
Find all values <u>except those between and including</u> the two parameters.	< >	In a year field, type <2002 >2004 . Returns all records except those that relate to the years 2002, 2003 and 2004.
Acts as a <u>wild-card</u> for partial information.	* or %	If you only know that the first two numbers of a trailer are 28, type 28* or 28% in the <i>Trailer number</i> field. Returns all records with a trailer number that begins with 28. If you know that the last two numbers are 28, type *28 or %28 . Returns all records with trailer numbers ending in 28.
Find <u>specific</u> values.		In <i>Tractor number</i> field, type 794 823 652 . Returns only the records that relate to tractors 794, 823 and 652.
Find <u>null</u> values.	=	In the <i>Bill date</i> field, type = . Returns all records that do not have a bill date.