

Artisan POS 4.X Reference



General Shortcuts

F3 => Create New Record
F4 => Edit Record
Ctrl + P => Print
Ctrl + C => Select Customer
Ctrl + F5 => Select Cashier
Ctrl + S => Select Sales Rep(s)
Ctrl + R => Return
Ctrl + V => Void
Ctrl + O => Operations Menu
Ctrl + P => Printing Menu

Purchasing

F3 => Add A New Record
F4 => Edit This Record
F9 => Export List
Ctrl + P => Print
F2 => Start New Search
Alt-F2 => Show Power Search
Alt-F3 => Copy Record
F7 => Bulk Changes
F3 => Export List

Receiving

F3 => Add A New Record
F4 => Edit This Record
F8 => Scan Mode
F9 => Export List
Ctrl + P => Print
Ctrl + D => Detail
Ctrl + F4 => Edit Item
Alt + P => Show Picture
F10 => Process
F2 => Start New Search
Alt + F2 => Show Power Search
F7 => Bulk Changes
F4 => View Details

Sales Screen

F2 => Item Search
F11 => Quick Pick
F10 => Finalize Sale
Alt + F3 => Copy Current Sale
Ctrl + C => Select Customer
Ctrl + F5 => Select Cashier
Ctrl + S => Select Sales Rep(s)
Ctrl + R => Return
Ctrl + V => Void
Ctrl + O => Operations Menu
Ctrl + P => Printing Menu
Alt - 1 => Sale
Alt - 2 => Shipping
Alt - 3 => Misc Info
Alt - 4 => Custom

Navigation

Ctrl+Home => Beginning of list
Ctrl+End => Bottom of list
Ctrl+→ => Move right by word

↑ => Move up
↓ => Move down

Other

F7 => Cash Counter
F8 => Detail
F9 => Adjust
F10 => Process

Support Reference

Common Issues:

- Labels do not print correctly (cuts off). **Solution:**
 - ▶ Turn printer OFF/ON
 - ▶ "Initialize" printer
- Receipt printer does not print sales slip. **Solution:**
 - ▶ Turn printer OFF/ON
 - ▶ Clear printer queue under System Preferences=>Printers & Scanners=> Select Printer=>Open Print Queue=>If any, "Cancel All Documents"

For further assistance use **Artisan Knowledge Base** by going to certek.com or contact technical support:

- ▶ **(877) 723-7835 option 2**
- ▶ **support@certek.com**