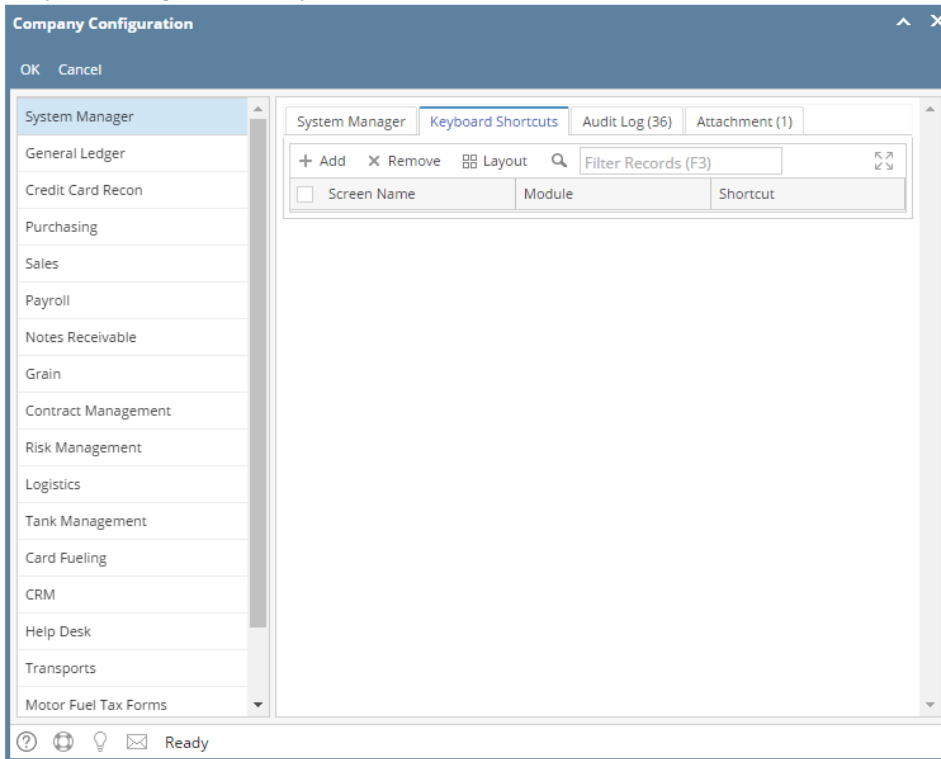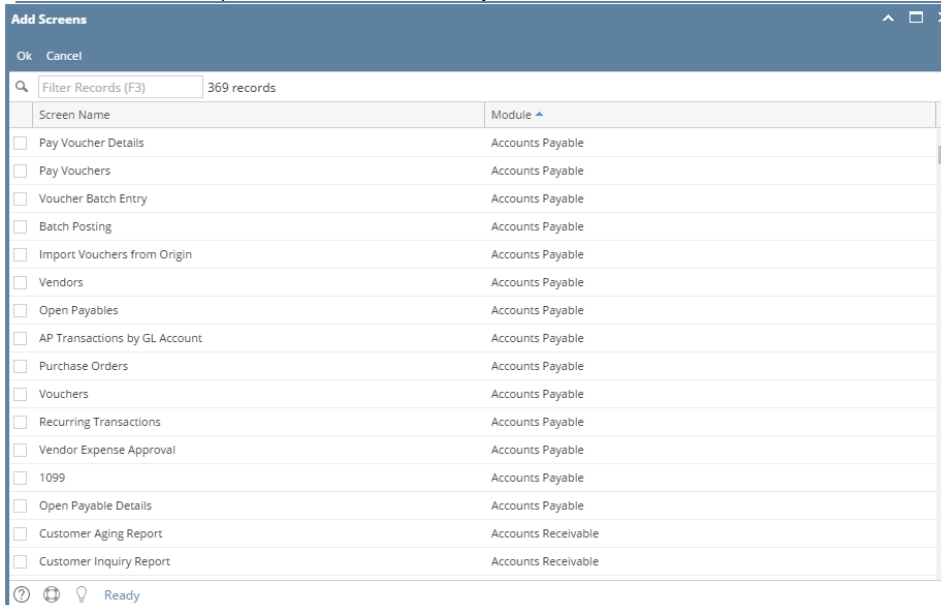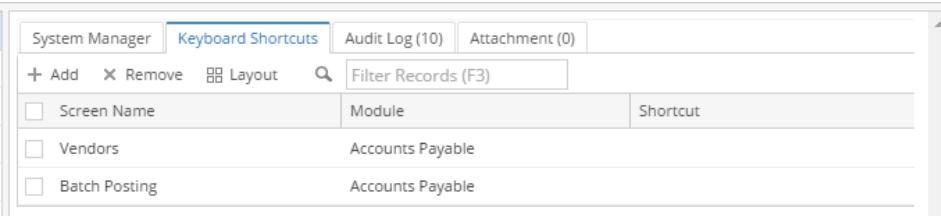# How to Add Keyboard Shortcuts

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**
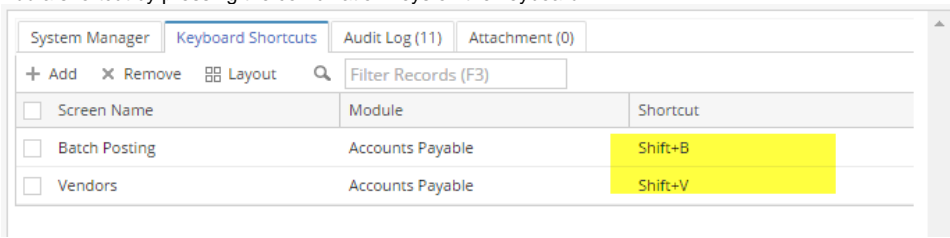3. On **System Manager** click the **Keyboard Shortcuts tab**

4. Click the **Add** button to open the **Add Screens** where you can select the screens

5. Select the screens then click **Ok** button to add on the list

6. Add a shortcut by pressing the combination keys on the keyboard

	Screen Name	Module	Shortcut
	Batch Posting	Accounts Payable	Shift+B
	Vendors	Accounts Payable	Shift+V

System Manager | Keyboard Shortcuts | Audit Log (11) | Attachment (0)

+ Add   ✕ Remove   ⊞ Layout   🔍 Filter Records (F3)

7. Click **OK** toolbar button to save the shortcuts

Note though that if a shortcut you entered is already part of the global keyboard shortcuts, it will not be accepted. This message will show with a link to the list of global shortcuts:

ⓘ

iRely i21

The keyboard shortcut you entered is already used as a Global Keyboard Shortcut.
Click here to see a list of the Global Keyboard Shortcuts.

OK

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**
3. On **System Manager** click the **Keyboard Shortcuts tab**

Company Configuration   ∧ ✕

OK   Cancel

System Manager
Tank Management
Sales
Purchasing
Help Desk
Notes Receivable
Contract Management
Payroll
Risk Management
Grain
Logistics
Card Fueling
Transports
Motor Fuel Tax Forms
Patronage
CRM

System Manager | Keyboard Shortcuts | Audit Log (10) | Attachment (0)

+ Add   ✕ Remove   ⊞ Layout   🔍 Filter Records (F3)

	Screen Name	Module	Shortcut

⑦ ⊕ ♀ ✉ Ready

4. Click the **Add** button to open the **Add Screens** where you can select the screens

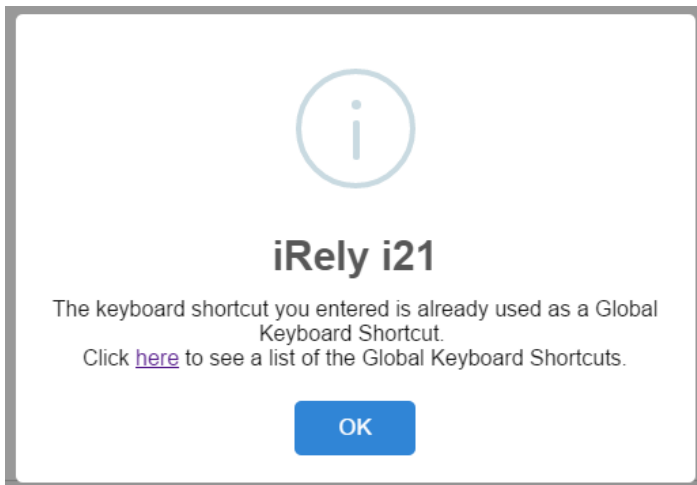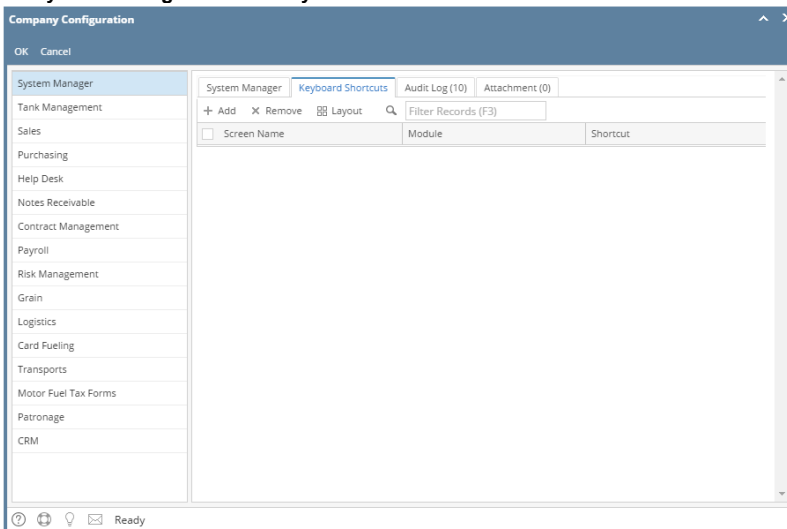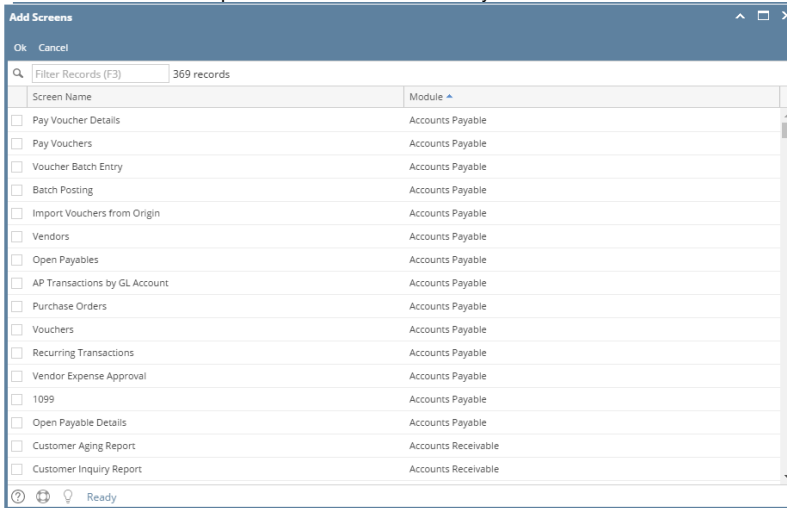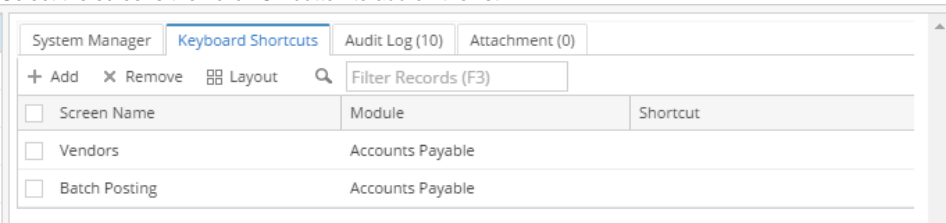5. Select the screens then click **Ok** button to add on the list

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