

Tessitura Hot Keys in the Orders Window

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Tessitura Keyboard Shortcuts Documentation

https://www.tessituranetwork.com/Help_System/Content/Tessitura_Keyboard_Shortcuts1/Tessitura%20Keyboard%20Shortcuts.htm

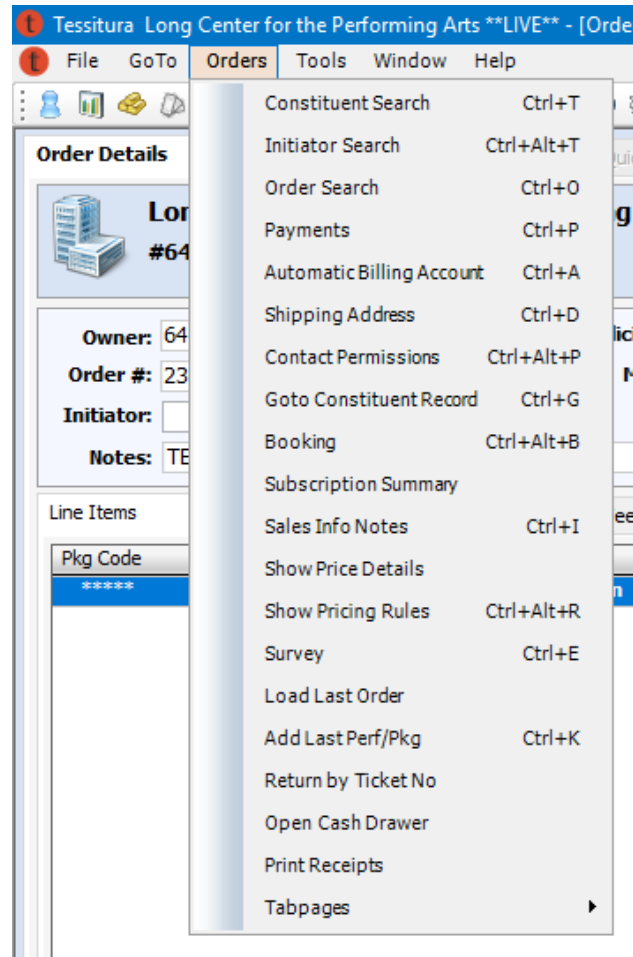
Shortcuts in the Ticket Orders Window

Keystroke Combination	Purpose
<Ctrl-T>	Constituent Search
<Ctrl-O>	Order Search
<Ctrl-P>	Payment Window
<Ctrl-A>	Payment Schedule
<Ctrl-D>	Shipping Address
<Ctrl-G>	Go to Constituents Record
<Ctrl-Y>	Subscription Summary Window
<Ctrl-I>	Sales Info Notes Window
<Ctrl-K>	Add Last Perf/Pkg to Order

<Ctrl-L>	Line Items Tab
<Ctrl-S>	Sub Line Items Tab
<Ctrl-F>	Fees Tab
<Ctrl-B>	Contributions Tab
<Ctrl-U>	Custom Data Tab
<Ctrl-N>	Performance Calendar Tab
<Ctrl-R>	Product Search Tab
<Ctrl-M>	SeatMap Tab
<Ctrl-H>	Order History Tab

Shortcuts using the Ctrl key

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Ctrl-T – opens the Constituent Search window

Ctrl-O – Order Search: opens the list of orders for that Constituent

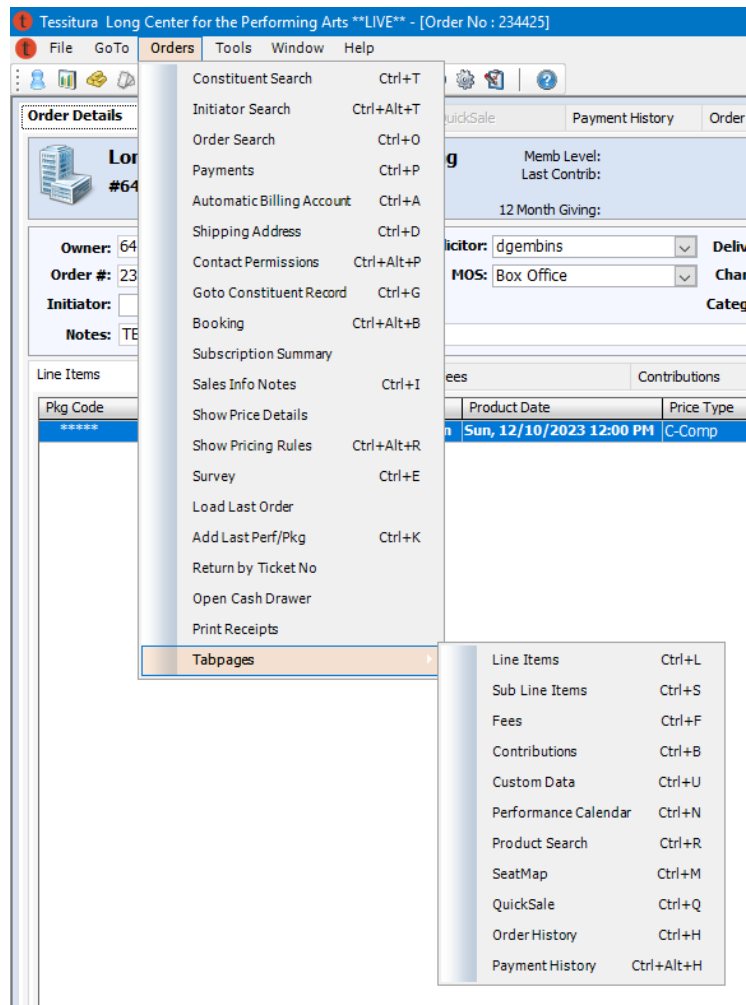
Ctrl-P – opens the Payments window

Ctrl-G – opens Constituent Record

Ctrl-Alt-R – Show Pricing Rules: opens the Pricing Rules activated in the order

Shortcuts using the Ctrl key continued

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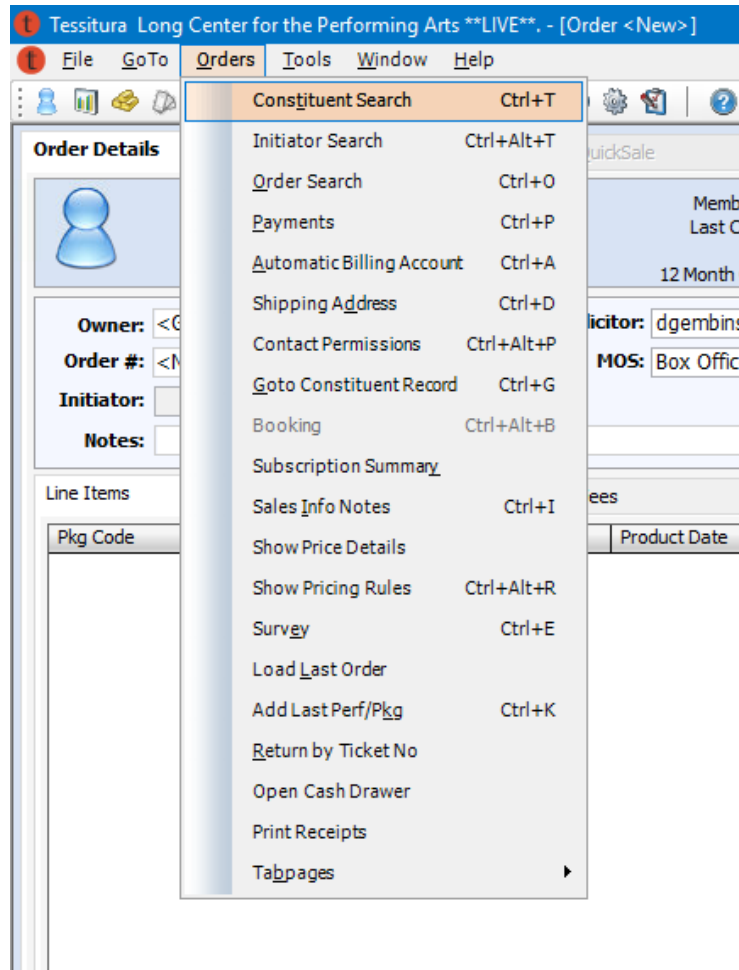


To see the rest of the Ctrl keys, go to the Orders Menu and click on Tabpages at the bottom.

Line Items	Ctrl+L
Sub Line Items	Ctrl+S
Fees	Ctrl+F
Contributions	Ctrl+B
Custom Data	Ctrl+U
Performance Calendar	Ctrl+N
Product Search	Ctrl+R
SeatMap	Ctrl+M
QuickSale	Ctrl+Q
Order History	Ctrl+H
Payment History	Ctrl+Alt+H

Shortcuts using the Alt key

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Alt-O – opens Orders Menu

Once you click Alt-O, the Orders menu will underline the letter that corresponds with the Alt key, as shown on the screenshot.

Alt-P – opens the Print Order window

Alt-A – adds a Line Item

Alt-D – opens a new blank order

Alt-G – opens the GoTo menu

Alt-I – opens Performance Information window for a selected Line Item

Alt-E – marks a Sub Line Item as Unseatable

Shortcuts using the Alt key continued

https://www.tessituranetwork.com/Help_System/Content/Tessitura_Keyboard_Shortcuts1/Tessitura%20Keyboard%20Shortcuts.htm

<u>L</u> ine Items	Ctrl+L
<u>S</u> ub Line Items	Ctrl+S
<u>F</u> ees	Ctrl+F
Con <u>t</u> ributions	Ctrl+B
<u>C</u> ustom Data	Ctrl+U
Per <u>f</u> ormance Cal <u>e</u> ndar	Ctrl+N
<u>P</u> roduct Search	Ctrl+R
Seat <u>M</u> ap	Ctrl+M
<u>Q</u> uickSale	Ctrl+Q
Order <u>H</u> istory	Ctrl+H
Payment <u>H</u> istory	Ctrl+Alt+H

Alt-O-L – opens your Last Order

Alt-R – opens Price Details under Line Items

Alt-B – presses the Best Seat button

Alt-L – deletes the selected Line Items or Sub Line Items

Alt-S – opens your batch

Alt-F – open the File menu at the top

Alt-U –open Upgrade Mode

Alt-Q – opens Special Requests

Shortcuts using the Alt key continued

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<u>L</u> ine Items	Ctrl+L
<u>S</u> ub Line Items	Ctrl+S
<u>F</u> ees	Ctrl+F
Con <u>t</u> ributions	Ctrl+B
<u>C</u> ustom Data	Ctrl+U
Per <u>fo</u> rmance Cal <u>e</u> ndar	Ctrl+N
<u>P</u> roduct Search	Ctrl+R
Seat <u>M</u> ap	Ctrl+M
<u>Q</u> uickSale	Ctrl+Q
Order <u>H</u> istory	Ctrl+H
Payment <u>H</u> istory	Ctrl+Alt+H

Alt-H – opens Performance Hotlist

Anyone know what these do?

Alt-Y

Alt-K

Alt-N

Alt-M

Are there more Alt key shortcuts? Probably!

Have fun exploring in Test!

Thank you!