

Shortcut Keys

Last Modified on 01/02/2026 12:12 pm EST

Shortcut	Action Description
CTRL+Q	Query mode. Used to inquire and scroll through a file, but records cannot be created or modified. Also used to save a record.
CTRL+M	Modify mode. Used to change a record in a file. Select the record to change, and then press CTRL+M . Press CTRL+Q to save.
CTRL+C	Create mode. Used to create a record in a file. Press CTRL+Q to save
CTRL+R	Select a Range of search criteria
CTRL+W	Used to enter the <i>Call In Entry</i> window when in another window.
CTRL+A	Audit mode. Used to inquire on the <i>Audit</i> window. The audit window displays date, time, and user that changed any information. The changed records will display red ** next to the record. Audit mode can be used in Customer, Tank, Meter, and Work Orders.
CTRL+S	Used to enter the <i>Work Order Entry</i> window when in another window.
CTRL+G	Used to enter GPS coordinates for a tank from the <i>Tank Information</i> window.
CTRL+K	Used to enter K-Factor Calculations
F1	Opens Help File for Energy Force
F2	Clears the window when in <i>Create</i> mode. Resets values that have been changed when in <i>Modify</i> mode.
F3	Used to delete a record when in <i>Modify</i> mode. To delete a record in a file, press CTRL+M and then press F3 .
F4	Insert a line. This can only be used under certain circumstances.

F5	Zoom mode. Press F5 on any box that has a blue magnifying glass, or the word ZOOM displayed in the bottom-right of the window. Select the record in the file that to work with.
F7	Used to enter the <i>Customer Maintenance</i> window when in another window.
F8	Used to enter the <i>Tickler</i> window when in another window.
F9	Used to look tanks up by serial number.
Ctrl+F11	Used to view 30, 60, 90, 120, 150, 180 balances in <i>Customer Maintenance</i> .
Tab (not Enter)	Moves the cursor from one field to another field on a window.
Shift+Tab	Moves the cursor back from one field to a prior field on a window.
Page Down	Scrolls through a file when in <i>Query</i> mode.
Page Up	Scrolls to prior records in a file when in <i>Query</i> mode.
Esc	Cancels and exits the window. Changes or additions to a file are not saved.
Alt+Tab	Moves from one open application to another. For example: If working in the Mapping application and need to look up customer information in the application.
Alt+D	Dispatch Calendar
Ctrl+Insert	Copy
Ctrl+V	Paste