



OnSite cheat sheet

OnSite POS

F1	Search Product Mode or Payment Method 1
F2	Search Customer Mode or Payment Method 2–8
F3	Search Document Mode
F4	Jump to search
F5	Cancel search
F6	Toggle Walk-In/Customer
F7	Log out
F8	Toggle tax codes
F13	Exit POS or Go Back
F14	Start POS Over or New
F15	Notes
F16	Check out or Print

Documents

Cmd + ;	Spell check
Cmd + =	Time and user stamp
Cmd + '	Phrases
Cmd + Left click	(on date) Edit document date

OnSite menu

Cmd + ,	Trackers setup
Cmd + H	Hide OnSite
Cmd + Option + H	Hide others
Cmd + Q	Quit

File menu

Cmd + K	New quote
Cmd + R	New SRO
Cmd + I	New invoice
Cmd + Shift + C	New customer
Cmd + Shift + P	New product
Cmd + W	Close window
Cmd + N	Log into POS
Cmd + S	Save
Cmd + /	Open cash drawer
Cmd + P	Print

Cmd + Shift + Q	Change user
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Edit menu

Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Cmd + A	Select all
Cmd + Shift + L	Link document
Cmd + Shift + D	Apply discount
Cmd + F	Find
Cmd + Shift + I	iStats setup

Tools menu

Cmd + Option + I	Intelligence
Cmd + Option + R	Reporting
Cmd + Shift + I	iStats
Cmd + Shift	Web Store

Window menu

Cmd + M	Minimize window
Cmd + '	Cycle through windows
Cmd + T	Hide/show toolbar

Source: OnSite support

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More information: defkey.com/ce/lightspeed-onsite-shortcuts

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