

Odoo Point of Sale v16 cheat sheet

General

Alt + H	Home menu
Alt + 1	Dashboard
Alt + 2	Orders
Alt + 3	Products
Alt + 4	Shortcuts
Alt + 5	Reporting
Alt + 6	Configuration
Alt + S	Save
Alt + J	Discard

Enter	Select OK button on a popup
Esc	Select Cancel button on a popup
U	Select POS user
Z	Refresh connection
M	Close POS session
O	Show orders

Last modification: 1/25/2023 9:54:00 PM

More information: defkey.com/odoo-point-of-sale-16-shortcuts

[Customize this PDF...](#)

Product screen

N	Payment screen
C	Customer screen
S	Search product
Q	Select Quantity in Numpad
D	Select Discount in Numpad
F	Select Info button
E	Select Refund button
P	Select Price in Numpad
A	Add a customer
Down arrow	Select previous orderline
Up arrow	Select next orderline
Backspace	Delete
Left arrow	Navigate product left
Right arrow	Navigate product right

Payment screen

I	Order invoice
---	---------------

Customer screen

Enter	Select/Deselect customer
-------	--------------------------

Receipt screen

R	Print receipt
---	---------------

Other common shortcuts

B	Back screen
---	-------------