

Basic Hotkeys

General

? : List hotkeys (a.k.a. keyboard shortcuts)

Esc : Close window

Shift + Click : Select multiple rows

Ctrl + Click : Toggle row selection

▼ : Move to next row

▲ : Move to the previous row

▶ : Move to the next Order Details window

◀ : Move to the previous Order Details window

Ctrl + Shift + s : Enable Barcode Listening screen to view, batch, or ship scanned orders. On a Mac, use **Cmd + Shift + s** instead.

Advanced Hotkeys

Shipping Orders

u : Update all stores

n : Create new order

v : View Order Details window

w : Read weight from scale

r : Get rate

q : Toggle Quickship

s : Create label (a.k.a. Ship Order)

c : Show Rate Calculator

b : Create new batch

o then **r** : Reload Orders grid

p then **b** : Process the currently open batch

Printing Documents

p then **s** : Print Packing Slip

p then **l** : Print Pick List

o then **s** : Print Order Summary

Navigation

/ : Focus QuickSearch

g then **o** : Go to Orders

g then **s** : Go to Shipments

g then **f** : Go to Shipments > Fulfillments

g then **r** : Go to Shipments > Returns

g then **b** : Go to Shipments > Batches

g then **e** : Go to Shipments > End of Day

g then **k** : Go to Shipments > Pickup

g then **p** : Go to Products

g then **i** : Go to Products > Inventory

g then **c** : Go to Customers

g then **a** then **m** : Go to Most Popular Settings

g then **a** then **s** : Go to Store Setup Settings

g then **a** then **c** : Go to Carrier & Fulfillment Settings

g then **a** then **p** : Go to Printing Setup Settings

g then **a** then **n** : Go to ShipStation Connect Settings

g then **a** then **b** : Go to Subscription Settings