Tips and Tricks

Getting Started · https://mountainstream.co/docs/tips-and-tricks/

“Tab” and “Enter” – Hands off the mouse!

- Hit the “Tab” key to navigate to the next field.
- “Shift + Tab” takes you back up.
- Hit “Enter” to “Add Item” etc.
- “Tab” and “Enter” are very handy when entering orders – Standing and Cart.

[A web page from Blue Bamboo showing a standing order form with days of the week, item selection fields, and tips & tricks. A red message reminds: Orders must be in by 5am, 2 days prior to delivery.]

[A web page titled Goods in Progress displays a Feedback pop-up with fields for summary, description, file upload, and helpful tips & tricks. The background is faded, showing the inventory and a navigation menu.]

“F11” Full Screen

- “F11” at the top of your keyboard offers Full Screen.
- Simply hit “F11” to exit full screen again.
- “F11” should be used when submitting Feedback if buttons are not visible on the screen.

Repetitive Actions – Multiple Tabs

Example: you need to enter 5 Standing Orders.

- From the customer dashboard, “CTRL+Click” (“CMD+Click” on Mac) the standing order link for every customer in question. This opens up each Standing Order in a new tab in your browser.
- Next, enter one standing order, then hit “Save”
  and move to the next tab.
- While the former tab is saving, you may work on the others.
- Now, point the mouse to the leftmost tab to close and click 5 times – all other 5 tabs will close.

[A computer screen shows a customer list with names and contact details. A large red overlay in the center reads Working in multiple tabs. Discover tips & tricks with various icons and an Add customer button on the interface.]

“CTRL+Click” any link to open in a new tab.

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