General functions

Keyboard shortcuts

Ctrl+F1
Business Central Help

Alt+T
My Settings

Alt+Q ( )
Open Tell Me

F5
Refresh data

Shift+F12 ( )
Role Explorer

Alt+N ( )
Create a new record

Alt+Shift+N
Close a newly created record and create a new one

Alt+Shift+W ( )
Pop-out a page to a separate window

Ctrl+Alt+F1
Inspect page and data

Alt+O
Add a new note for the selected record

Alt+F2 ( )
Toggle FactBox area

Ctrl+F12 ( )
Switch between slim/wide page

Data in lists

Keyboard shortcuts

Alt+F7
Sort column in asc/desc order

Shift+F3 ( )
Toggle filter pane; focus on data filters

Alt+F3
Filter on selected cell value

Ctrl+Shift+F3
Toggle filter pane; focus on totals filters

F3 ( )
Toggle the search box

Shift+Alt+F3
Add filter on selected field

Ctrl+Enter
Change focus from filter pane back to list

Ctrl+Alt+Shift+F3
Reset filters

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Tips and tricks

Search:

Search looks at visible columns and it is not case-sensitive.

Filtering:

Filtering looks at all fields and it is case-sensitive.

Saving filters:

Filters can be permanently saved as a view and can include expressions such as ranges.

Filtering can be adjusted by using powerful filter characters. Some of them are:

@ Case-insensitive

E.g. **@man** looks for text that matches man and is not case-sensitive

? One unknown character

E.g. **Hans?n** looks for text such as Hansen or Hanson

'' An exact character match

E.g. **'man'** looks for an exact character match

***** Indefinite unknown characters

E.g. ***Co*** looks for text that contains ''Co'' and is case-sensitive

<> Not equal to

E.g. **<>0** looks for all numbers except 0

| Either/or

E.g. **1200|1300** looks for numbers with 1200 or 1300

.. Interval

E.g. **22..24** looks for the dates from the 22nd to the 24th of the current calendar month; **P8..** looks for information for accounting period 8 and thereafter

Filter tokens:

E.g. **%mycustomers** looks for customers in the **My Customers** page on your Role Center.

Calculated data tokens:

You can use expressions to add/subtract days/weeks/month/years. E.g. **-1Y** means a year ago.

Combined format expressions:

You can combine these filter characters. E.g. **5599|8100..8490** includes any records with the number 5599 or a number from the interval 8100 through 8490.

Entering Data

Keyboard shortcuts

F8
Copy from the cell above

Enter/Shift+Enter
Go to next/previous Quick Entry field

Ctrl+Shift+Enter
Go to next Quick Entry field outside a list

Ctrl+Insert
Insert a new line in documents

Ctrl+Delete
Delete the line in documents, journals, and worksheets

Ctrl+Shift+F12 ( )
Toggle Focus Mode

F6
Move to the next FastTab or part

Shift+F6
Move to the previous FastTab or part (sub-page)

Alt+F6
Toggle collapse/expand for the current field group (FactBox)

Tips and tricks

Autosaving

Data is automatically saved and the autosave indicator shows the state of the card.

Focus Mode ( )

For a better view of document lines, use focus mode. This will maximize the line items part on a document page.

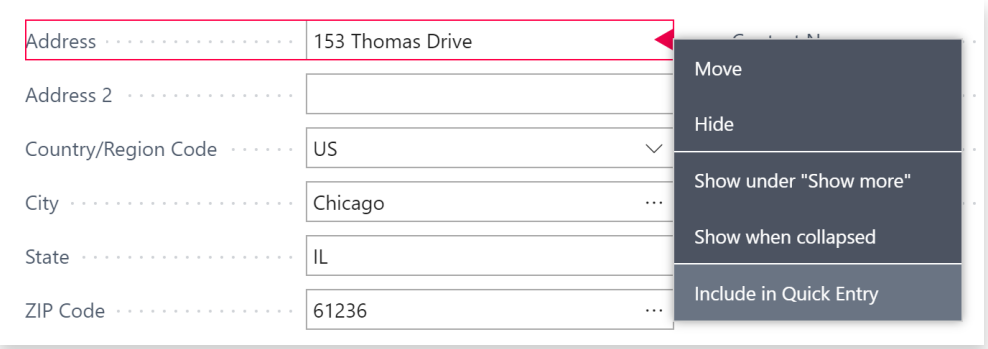
Calculator in numeric fields

You can enter a formula instead of the sum quantity.. E.g. If you enter **19+19**, the field is calculated to 38.

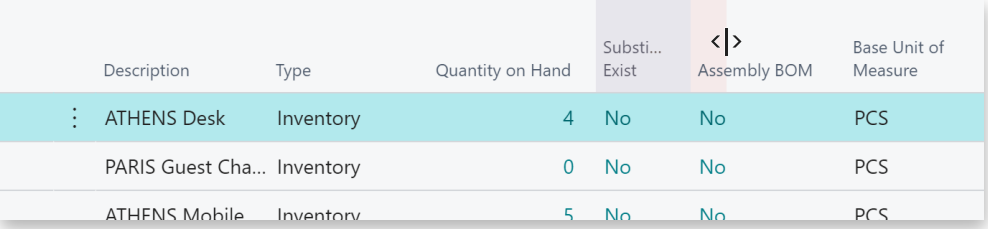
Quick Entry

Quick Entry allows you to use the Enter key to navigate through only those fields that you need.

Select personalize ( ) to change this.



Columns can be resized; Double-click to AutoFit



There are various ways to enter dates, times, and duration:

"w" & "t"

"w" specifies the work date and **"t"** the today's date. Other examples are **"tu"** which stands for Tuesday and **P1** for the first accounting period.

Regional settings

Note that how you enter dates and times depends on your Region settings. E.g. **1210** means 12th of October in Europe but 10th of December in the United States.