**Custom Shortcuts**

**General Shortcuts for browse, lookup, create and edit screens are:**

|  |  |  |
| --- | --- | --- |
| **Keystroke** | **Notes** | **Status** |
| Ctrl/Cmd + O | Open up the Main Menu (OK5) |  |
|  | Create new record (Analysis) Global |  |
| Ctrl + N | Create new record (OK5) Contextual |  |
| Ctrl + S | Saves the changes to the resource. |  |
| Ctrl + E | Edit record(OK5) |  |
| Ctrl + X | Used to cut and save to clipboard Delete record (OK5) |  |
| Ctrl + R | Refresh component (OK5) |  |
| Ctrl + F | Search / Filter (OK5) |  |
| Ctrl + F4 | Close Window or Dialog (OK5) |  |
| Ctrl + P | Print |  |
| Ctrl + T + 1 to 9 | Open Tab accordingly (Hotspot) |  |
| Shift + Enter | Go to selected items edit screen / select and close lookup (OK5) |  |
|  | Open up Properties Panel |  |
|  | Query Builder |  |
| Ctrl + S + 1 | Open Account |  |
| Ctrl + S + 2 | Open Actions |  |
| Ctrl + S + 3 | Open up Assist |  |
| Ctrl + S + 4 | Open up Helper Panel |  |
| Ctrl + S + 5 | Open Messages |  |
| Ctrl + S + 6 | Open Profile |  |
| Ctrl + S + 7 | Open Draft |  |
| Ctrl + S + 8 | Open Favourites |  |
| Ctrl + S + 9 | Open Compare |  |
| Ctrl + Shift + Left/Right | Next and previous item (ie if on an edit dialog of an item and want to move to the next items edit dialog without closing the dialog) |  |
|  | Edit item (opens when an item in the grid or tree is selected) Discuss |  |
|  | Item details (opens when an item in the grid or tree is selected) Discuss |  |

**Additional keyboard shortcuts for grid:**

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| --- | --- | --- |
| Ctrl + A | Select all items in a grid |  |
| Shift + Arrows | Select multiple cells according to focus while holding in shift |  |
|  |  |  |

**Additional keyboard shortcuts for work order browse and edit screens are:**

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| --- | --- | --- |
| Ctrl + F8 | Change status and queues (OK5) |  |
| Ctrl + F9 | Close work order (OK5) |  |

**Specific keyboard shortcut for the Asset Tree:**

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| --- | --- | --- |
| Ctrl + W | Create new work order from selected asset (OK5) |  |

**Specific keyboard shortcut for an Asset edit screen and Sites edit screen:**

|  |  |  |
| --- | --- | --- |
| Ctrl + Q | Cross Reference on work orders (OK5) |  |