

Keyboard Shortcuts

Web Client

File	Alt + F
View	Alt + V
Maintenance	Alt + M
Sales	Alt + L
Accounting	Alt + A
Projects	Alt + P
Service	Alt + S
Inventory	Alt + I
HR	Alt + R
Survey	Alt + Y
Live Data	Alt + T
Workflow	Alt + K
Dashboards	Alt + D
Window	Alt + W
Help	Alt + H
User Menu	Alt + U
Close Menu	Esc
Navigate	Arrow keys
Jump to selection	Letter keys (first letter)
Select	Enter

Windows

Edit mode	Ctrl + E
Save	Ctrl + S
Refresh	Ctrl + H
Revert	Esc
Add	Ctrl + D
Delete	Ctrl + Shift + D
Search icon	Ctrl + Q
Quick search bar	Ctrl + Shift + G
Extended menu	Ctrl + M
Print icon	Ctrl + P
Show search results	Alt + Up arrow

Windows (cont.)

Next record	Alt + Right arrow
Previous record	Alt + Left arrow
Last record	Alt + Shift + Right arrow
First record	Alt + Shift + Left arrow
Process icon	Ctrl + K
Email send	Ctrl + S

Grids

Advance to Next Cell (Right)	Tab
Advance to Previous Cell (Left)	Shift + Tab
Advance to Next Row	Enter
Edit Cell	F2
Scroll Grid Down	Space bar
Scroll Grid Up	Shift + Space bar

Pop Ups (modals)

Submit / Confirm	Enter
Close / Deny	Esc

Quick Launch Toolbar

Open section	Alt + [1-9]
Navigate	Arrow keys
Select	Enter

Quick Search

Quick Search form	Ctrl + G
Quick Search window	Ctrl + Shift + G