



# Keyboard Shortcuts

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## Keyboard Shortcuts

The tables below are intended to help you use keyboard shortcuts to quickly navigate through the software. While using keyboard shortcuts is optional, they can help you navigate and enter data more efficiently within the system.

Express Entry Lookup (EEL) fields appear in code entry and selection areas of the software, such as the Name Suffix field in the *Demographics* module. The image below displays an example of an EEL field.

The image shows a form field labeled "Name Suffix" with two adjacent dropdown menus. Each dropdown menu has a small blue downward-pointing arrow icon on its right side, indicating they are expandable.

## Screen-based Navigation

The table below will help you reference keyboard shortcuts that work on any screen in the system.

Keyboard Shortcut	Description	Location/Field
Alt + F3	Displays a pop-up with the Security Location of the current screen.	Everywhere
Alt + M	Opens and closes the menu.	Everywhere
Enter	Opens the currently selected link.	Everywhere
Esc	Closes a pop-up window or drop-down list without saving, or prompts you to close or cancel the process if you are in a workflow screen.	Everywhere
Tab	Selects the next option in the tab order.	Everywhere
Shift + Tab	Selects the previous option in the tab order.	Everywhere
Up Arrow	Selects the previous record in the browse.	Any Browse
Down Arrow	Selects the next record in the browse.	Any Browse

## Menu-based Navigation

The table below will help you reference keyboard shortcuts that will work when the Main Menu is open.

Keyboard Shortcut	Description	Location/Field
Up Arrow	Selects the previous record within the Menu Category.	Main Menu
Down Arrow	Selects the next record within the Menu Category.	Main Menu

Left Arrow	Selects the previous Portal. If you have pressed Tab or Shift + Tab to move to a different option in the tab order, this selects the previous Menu Category.	Main Menu
Right Arrow	Selects the next Portal. If you have pressed Tab or Shift + Tab to move to a different option in the tab order, this selects the next Menu Category.	Main Menu
Ctrl + click	Opens the link in a new tab.	Main Menu
Shift + click	Opens the link in a new browse window.	Main Menu

## Field-based Navigation

The table below will help you reference keyboard shortcuts that work for specific types of fields in the system.

Keyboard Shortcut	Description	Location/Field
Alt + F2	Displays a pop-up with the Data Path of the selected field.	Any field with a Data Path defined
Space Bar	Checks or unchecks a highlighted checkbox.	Checkbox
R	Enters tomorrow's date.	Date
T	Enters today's date.	Date
Y	Enters yesterday's date.	Date
Down Arrow	Opens the Express Entry Lookup (EEL). If the EEL is already open, pressing the Down Arrow on the keyboard highlights the next option.	EEL Field
Up Arrow	If the Express Entry Lookup (EEL) is already open, pressing the Up Arrow on the keyboard highlights the previous option.	EEL Field
Right Arrow	Opens the Express Entry Lookup (EEL).	EEL Field
Enter	Opens the Express Entry Lookup (EEL). If the EEL is already open, pressing the Enter key on the keyboard selects the highlighted option.	EEL Field
Escape	If the Express Entry Lookup (EEL) is open, closes the EEL.	EEL Field
1	Can be typed instead of 'A' to represent an asset account.	General Ledger Account Lookups

2	Can be typed instead of 'L' to represent a liability account.	General Ledger Account Lookups
3	Can be typed instead of 'Q' to represent an equity account.	General Ledger Account Lookups
4	Can be typed instead of 'R' to represent a revenue account.	General Ledger Account Lookups
5	Can be typed instead of 'E' to represent an expense account.	General Ledger Account Lookups
T, C, or N	Enters the current time.	Time

## Chart Navigation

The table below will help you reference keyboard shortcuts that work when a chart tile is selected.

Keyboard Shortcut	Description	Location/Field
Right Arrow	Moves to the right one data point.	Chart tile on Dashboard screen
Left Arrow	Moves to the left one data point.	Chart tile on Dashboard screen
Up Arrow	Moves up one data group. This shortcut only works for data points with multiple data groups.	Chart tile on Dashboard screen
Down Arrow	Moves down one data group. This shortcut only works for data points with multiple data groups.	Chart tile on Dashboard screen