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COMMUNITY!**



New 2 NAV: Keyboard Shortcuts WEBINAR

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INTRODUCTIONS

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Data Entry Shortcuts

- Dates
 - Shortcuts entered in date fields to translate to the specific date
 - W = Work Date
 - T = Today's Date
 - Date without slashes (061518)
 - Just the day (15 for fifteenth of current month), month and year resolved based on work date
 - Just the month and day (0615), year resolved based on work date
 - Days of the week, based on work date week
 - M, TU, WE, TH, F, S, SU = Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Data Entry Shortcuts

- Quantities/Amounts
 - Quantity and Amount fields have built-in mathematical functions to perform calculations
 - + (Add)
 - - (Subtract)
 - * (Multiply)
 - / (Divide)

Keyboard Shortcuts

Shortcut	Action
Right Arrow	Move to the next field or character
Left Arrow	Move to the previous field or character
Up Arrow	Move to the field above in the same column
Down Arrow	Move to the field below in the same column
Delete	Clear selected text
Esc	Close the window or undo the data entry
End	Move to the last field on a line
Home	Move to the first field on a line
Tab	Move to the next field on non-line FastTabs
Enter	Move to the next editable field

Keyboard Shortcuts

Shortcut	Action
F1	Open Help
F2	Edit
F3	Select Type to filter (field filter)
F4	Drop-down or look up to select
F5	Refresh the active window
F6	Go to the next frame
F7	Display statistics
F8	Copy the field above in a line form
F9	Post
F10 or Alt	Select the menu bar and display access keys

Keyboard Shortcuts

Shortcut	Action
F12	Select the navigation pane
Shift+F1	View error message
Shift+F3	Select Show Results (FlowFilter)
Shift+F4	Open a lookup window (from an ellipsis button)
Shift+F6	Go to the previous frame
Shift+F7	Open the related card
Shift+F8	Drop-down or look up to view
Shift+F9	Post and print
Shift+F10	Display a shortcut menu
Shift+F11	Apply entries, get source documents, or get warehouse documents

Keyboard Shortcuts

Shortcut	Action
Shift+F12	Open the Role Center from the navigation pane
Shift+Tab	Move to the previous field
Ctrl+F1	Collapse or expand the ribbon
Ctrl+F2	Create a new document
Ctrl+F3	Select Search pages
Ctrl+F4	Look up to the related list
Ctrl+F7	View entries
Ctrl+F9	Release document
Ctrl+F10	Select the ribbon and display key tips
Ctrl+F11	Reconcile or split lines

Keyboard Shortcuts

Shortcut	Action
Ctrl+F12	Select the address bar
Ctrl+C	Copy
Ctrl+G	Go to
Ctrl+E	Export to Microsoft Office Excel
Ctrl+L	Show links
Ctrl+N	Create a new record
Ctrl+O	Open the company
Ctrl+P	Print
Ctrl+T	Select sorting
Ctrl+V	Paste

Keyboard Shortcuts

Shortcut	Action
Ctrl+W	Export to Microsoft Office Word
Ctrl+X	Cut
Ctrl+Z	Undo
Ctrl+Page Down	Display next document or card in a list
Ctrl+Page Up	Display previous document or card in a list
Ctrl+Up Arrow	Move up while the selected line stays selected
Ctrl+Down Arrow	Move down while the selected line stays selected
Ctrl+Left Arrow	Move to the first field on a line
Ctrl+Right Arrow	Move to the last field on a line
Ctrl+Alt+F1	Open the About this Page/Report window (Zoom)

Keyboard Shortcuts

Shortcut	Action
Ctrl+Delete	Delete the selected line
Ctrl+Home	Move to the first line in a list
Ctrl+End	Move to the last line in a list
Ctrl+Enter	Save and close window (equivalent to choosing the OK button)
Ctrl+Insert	Insert new line
Ctrl+Shift+F3	Select Limit totals to (table filter)
Ctrl+Shift+A	Clear all filters
Ctrl+Shift+C	Copy Rows
Ctrl+Shift+D	Show dimensions
Ctrl+Shift+E	Edit list

Keyboard Shortcuts

Shortcut	Action
Ctrl+Shift+R	View list
Ctrl+Shift+Q	Collapse/expand a line in a hierarchy
Ctrl+Shift+V	Paste rows
Ctrl+Shift+W	Open a list place in a separate window
Ctrl+Shift+Enter	Save and close the window and open a new window
Alt+F2	Toggle to display/hide FactBoxes
Alt+F3	Filter to the value in the field
Alt+F4	Close window or close program
Alt+F6	Collapse or expand the active frame
Alt+F12	Optimize space for the current page

Keyboard Shortcuts

Shortcut	Action
Alt+ Left Arrow	Go to the previous window in the navigation history
Alt+ Right Arrow	Go to the next window in the navigation history
Alt+ Enter	Move to the field below without opening the drop-down menu
Alt+ Tab	Toggle between open windows

**THANK YOU
FOR ATTENDING!**

