

8 Keyboard Shortcuts

The following keyboard shortcuts are available:

Shortcut	Action
Alt + A	Advanced Search (Enter to activate) only when Search is displayed
Alt + B	Same as a left mouse click on the navigation item
Alt + E	Selects the Effective date
Alt + H	Selects Help button (Enter to activate) (When available)
Alt + M	Selects My Settings (Enter to activate)
Alt + N	Creates a new View
Shift + Alt + n	Selects the nth action in the action pane, where n is 1 to 5 E.g. Shift + Alt + 4 selects the 4 th item
Alt + O	Highlights Organisation in navigation
Alt + Page Down	Cycles down the list in the object pane
Alt + Page Up	Cycles up the list in the object pane
Alt + Q	Quick search on the current navigation item
Alt + R	Closes current View
Alt + S	Saves the current page
Alt + T	Selects To do list (Enter to activate)
Alt + X	Opens an Object drop down list on the currently selected navigation item
Alt + Z	Opens the Action drop down list on the currently selected navigation item
Ctrl + Page Down	Scrolls down through the available views
Ctrl + Page up	Scrolls back through the available views
Page down	Scrolls down through available view pages
Page up	Scrolls up through available view pages
Esc	Cancel the data you have just input
Left arrow	Selects previous item on the navigation path (if not in an input field)
Right arrow	Selects next item on the navigation path (if not in an Input field)