

Actions	Keyboard Shortcut
Move from one interface element to the next	Tab Key
Select buttons, links, and menu options	Enter Key
Select or clear a check Box.	Space Bar
Display field help for the field that is in focus	Alt + F1

Table 1. Keyboard shortcuts for general navigation

Link Name	Keyboard Shortcut
Bulletins	Alt +B
Go To	Alt+G
Reports	Alt+R
Start Center	Alt+C
Profile	Alt+P
Sign Out	Alt+S
Help	Alt+H
Return	Alt+R
Return with Value	Alt+W

Table 2. Keyboard shortcuts for global navigation

Action	Applications	Keyboard Shortcuts
Assign Labor	Assignment Manager	Ctrl + Alt + L
Finish Assignment	Assignment Manager	Ctrl + Alt + F
Interrupt Assignment	Assignment Manager	Ctrl + Alt + U
Select Work Date	Assignment Manager	Ctrl + Alt + W
Start Assignment	Assignment Manager	Ctrl + Alt + T
Start Timer	Activities, Changes, Incidents, Problems, Releases, and Service Requests	Ctrl + Alt + B
Stop Timer	Activities, Changes, Incidents, Problems, Releases, and Service Requests	Ctrl + Alt + E

Table 3. Keyboard shortcuts for application-specific actions

Action	Keyboard Shortcut
Insert New Record	Ctrl+Alt+I
Save Record	Ctrl+Alt+S
Clear Changes	Ctrl+Alt+C
Previous Record	Ctrl+Alt+P
Next Record	Ctrl+Alt+N
Change Status	Ctrl+Alt+A
Create KPI	Ctrl+Alt+K
Put record in edit mode or release record from edit mode	Ctrl+Alt+L

Table 4. Keyboard shortcuts for toolbar actions.

Action	Keyboard Shortcuts
Next Row	Ctrl+down arrow
Previous Row	Ctrl+up arrow
Open/Close Table Window Filter	Ctrl+Z
Next Page	Ctrl+right Arrow
Previous Page	Ctrl+left arrow

Table 5. Keyboard shortcuts for tables

Action	Keyboard shortcuts
Insert today's date	Ctrl+Shift+7
Move forward one day	ALT+up arrow
Move back one day	ALT+down arrow
Move forward one month	Ctrl+SHIFT+0
Move back one month	Ctrl+SHIFT+9
Move forward one year	Ctrl+SHIFT+up arrow
Move back one year	Ctrl+SHIFT+down arrow

Table 6. Keyboard shortcuts for dates

UI Element	Action	Standard UI Response	Deviation
Radio Buttons	To move between radio buttons press right and left arrows	The radio buttons are selected as the user moves throughout them	The radio buttons are highlighted but not selected as the user moves through them. A radio button is selected only when the user presses Spacebar or Enter on the highlighted radio button.
Tree View	To select a node, press enter	When the user presses Enter, the default action is performed for a node	Nodes might have zero, one, or two actions. If a node has 2 actions and a user navigates to an element by using the arrows, when the user presses Enter the default action is performed. When the user presses Enter a second time, the secondary action is performed.

Table 7. Non-standard keyboard shortcuts