

Help for UI Keyboard Shortcuts

Overview

Windows Keyboard Shortcuts for User Interface 4.x:

For Windows users, the shortcuts listed below are available in UI 4x when your cursor is not within a UI form.

Note: Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.

- Change focus to search box (toggles between Person and Form search): Ctrl+Shift+S
- Change focus to UI Form Menu Bar (then use tab and arrow keys to access menu items): Ctrl+M
- Show Search Results panel: Ctrl+Alt+R
- Show Clear History dialog box: Ctrl+Alt+T
- Show Advanced Person Search dialog box: Ctrl+Alt+A
- Show Navigation Panel: Ctrl+Alt+N
- Show Favorites Panel: Ctrl+Alt+F
- Show Preferences dialog box: Ctrl+Alt+P
- Logout/Close Application: Ctrl+Shift+L
- Show Debug Information: Ctrl+Alt+B
- Show Help (for current UI area in focus): Ctrl+Alt+H
- Show Keyboard Shortcuts: Ctrl+Alt+K
- View all records in Context Area (card selector drop-down): Ctrl+Shift+A
- Map current record in Context Area: Ctrl+Shift+M
- Map all records in Context Area: Ctrl+Alt+M
- Close current record in Context Area: Ctrl+Shift+X
- Close all records in Context Area: Ctrl+Alt+X
- Add current record in Context Area to Favorites: Ctrl+Shift+V
- Add all records in Context Area to Favorites: Ctrl+Alt+V
- Go to next record in Context Area: Ctrl+Shift+N
- Go to previous record in Context Area: Ctrl+Shift+R
- Launch Copy Window for current card in Context Area: Ctrl+Shift+C
- Close open panels (and return to the main UI window): Esc
- Exit/Logout of UI 4.x: Ctrl+Shift+L

The keyboard shortcuts listed below are available only when working within a UI form (alternative keystroke combinations are separated by |). Most of these commands are also accessible from the UI Form menu.

Note: Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.

- Move to the next field: Tab
- Move to the previous field: Shift+Tab
- Open a drop-down list to select a value: Down Arrow
- Scroll through the values in a drop-down list: Up/Down Arrow

- Select the highlighted value in the drop-down list: Enter
- Move forward one row in a window: Down Arrow*
- Move back one row in a window: Up Arrow*
- Move forward one page in a window: Page Up
- Move backward one page in a window: Page Down
- Move to the beginning of the current field: Home
- Move to the end of the current field: End
- Move to the first row of a window: Ctrl+Home
- Move to the last row of a window: Ctrl+End
- Field insert: Ctrl+I | Insert
- Field delete: Ctrl+Alt+D
- Cancel from current form: F8
- Cancel from all forms: Shift+F8
- Finish from current form: Ctrl+F9
- Save current form: F9 | Ctrl+0 (zero, not the letter o)
- Save all open forms: Shift+F9
- Detail: F2
- Exit/Logout: Ctrl+Shift+L
- Help: Ctrl+Alt+H | F1 (shows help for area currently in focus; F1 may not work in all instances)
- Change focus to UI Form Menu Bar (then use tab and arrow keys to access menu items): Ctrl+M
- Show Keyboard Shortcuts: Ctrl+Alt+K

*If the current field within a window has a drop-down list, use Down Arrow to open the list, Up/Down Arrow to move up and down within the list, and Ctrl+Up or Ctrl+Down to move back or forward one row.