

ONESolution KEY BOARD use

Keyboard Shortcuts

Tab	Tabs to the next editable control
Shift + Tab	Tabs to the previous control
Control + Tab	Cycles through available panels
Enter	Saves changes/accepts selection
Control + A	Enter add mode
Control + D	Delete current record
Control + F	Switch in and out of search mode
Control + G	Switches into grid mode if supported
Escape	Undo all current changes

Navigation

Control + B	Navigate to previous page
Control + P	Navigate to previous record
Control + N	Navigate to next record
Control + E	Navigate to next page

Date Control

Control + ;	Inputs current date
Arrow keys	Can use to increment/decrement values

Ribbon

Alt: Displays keyboard shortcuts for ribbon buttons and groups. Accessible from any control.

Text Editor

Control + L	Open lookup if supported
Control + T	Auto generate seed if supported

Account Control

Control + S	Show split editor if supported
Control + K	Change to Key/Obj
Control + Q	Change to Quick entry