Keyboard Shortcuts

The hot keys listed in the following tables are capitalized only to make them easier to read. You do not need to press the shift key to utilize hot key functionality unless the shift key is specifically listed.

Overall Navigation Hot Keys

Hot Keys	Action
F1	Access field help
F2 (web client only)	Launch search button/Calendar/Calculator button on the current field.
Alt + Tab	Switch between all open applications on your PC.
F8 (web client only)	Move focus to the EnterpriseOne Menu and loop between open applications.
F12 (web client only)	Move focus to the first focus-enabled control in the next group of controls.
Shift + F12 (web client only)	Move focus to the first focus-enabled control in the previous group of controls.
Ctrl + Shift + J (web client only)	Launch System Information
Ctrl + Shift + K (web client only)	Launch keyboard information help
Alt + K (web client only)	Expand/Collapse subform or container
Alt + Q (web client only)	Move focus to first or next issue (error or warning) field. Move focus back to the first issue after reaching the last issue.
Ctrl + A	Selects all text in a field.
Ctrl + X	Cut or delete selected text
Ctrl + V	Paste cut or copied text to the new area

Ctrl + C	Copy selected text
Ctrl + Alt + P (web client only)	Open Report menu
Ctrl + Alt + T (web client only)	Open Tools menu
Ctrl + Alt + F (web client only)	Open Form menu
Ctrl + Alt + R (web client only)	Open Row menu
Up or Down Arrows	Move focus up or down between options on fly out menus. Press Enter to launch the option. When UDC Dropdown is enabled for data items in editable grids, pressing the down / up arrow keys display the following behavior: 1. If the field is populated, pressing the down/up arrow will not do anything 2. If the field is not populated, pressing the down/up arrow will cause a UDC selection box to display. In previous EnterpriseOne releases pressing the up/down arrow will shift the cursor focus to the line above or below respectively. The ability to move the cursor to the line above or below in an editable grid remains the same for fields where UDC Dropdown is not enabled. With this in mind uses have two alternatives: 1. Use the TAB or SHIFT+TAB keys to focus on a field which does not have UDC Dropdown and then use the Up/Down arrow keys to move between lines

EnterpriseOne Menu Hot Keys

Hot Keys	Action
Up and Down Arrows (web client only)	Move focus up or down from present node in navigation tree. If next node is a child node, move focus to it
Right Arrow (web client only)	Expand present node in navigation tree
Left Arrow (web client only)	Collapse present node in navigation tree
Enter (web client only)	Launch end node if hyperlinked. If parent node, expand it. If expanded, collapses it
Ctrl + Right Arrow	Activates the fly out for a menu item.
Esc	Cancels the fly out for a menu item.
Up Arrow and Down Arrow	Navigates the fly out when active.
Ctrl + Home	If focused on the menu, this hot key combination will take you to the first menu item.
Ctrl + End	If focused on the menu, this hot key combination will take you to the last menu item.

Tree Grid Hot Keys

Hot Keys	Action
Ctrl + Shift + Right Arrow (web client only)	Expand node
Ctrl + Shift + Left Arrow (web client only)	Collapse node

Button Hot Keys

Hot Keys	Action
Ctrl + Alt + A (web client only)	Add
Ctrl + Alt + B (web client only)	Save for Later, Back on Media Object Viewer form
Ctrl + Alt + D (web client only)	Delete
Ctrl + Alt + E (web client only)	Save and Continue, Continue in Import/Export Grid Data
Ctrl + Alt + F (web client only)	Open Form menu, place focus on first option
Ctrl + Alt + G (web client only)	Assign
Ctrl + Alt + I (web client only)	Find, FileMedia Object view/add form
Ctrl + Alt + L (web client only)	Cancel / Close
Ctrl + Alt + M (web client only)	Remove, New Template on Media Object Viewer form
Ctrl + Alt + N (web client only)	Save and Add New
Ctrl + Alt + O (web client only)	OK, Save and Close, Submit, New OLE Media Object on Media Object Viewer form
Ctrl + Alt + P (web client only)	Open Reports menu, place focus on first option
Ctrl + Alt + R (web client only)	Open Row menu, place focus on first option
Ctrl + Alt + S (web client only)	Select
Ctrl + Alt + T (web client only)	Open Tools menu, place focus on first option
Ctrl + Alt + U (web client only)	Undo Changes, Enter URL on Media Object Viewer form
Ctrl + Alt + V (web client only)	Save, Save Changes
Ctrl + Alt + X (web client only)	New Text media object on Media Object Viewer form

Ctrl + Alt + Y (web client only)	Copy
Ctrl + Alt + Z (web client only)	Characterize onMedia Object Viewer form
Ctrl + Alt + Up Arrow (web client only)	Move selection up in Data Selection and Sequencing dialog
Ctrl + Alt + Down Arrow (web client only)	Move selection down in Data Selection and Sequencing dialog

Calendar Tool Hot Keys

Hot Keys	Actions
Page Up	Move to previous month.
Page Down	Move to next month.
Home (web client only)	Move to the previous year.
End (web client only)	Move to the next year.
Enter (web client only)	Close the Calendar and set the current value to the input field with search button (OK action).
Enter (web client only)	Close the Calendar and return to the input field with search button (Cancel action).

Calculator Tool Hot Keys

Hot Keys	Action
Backspace (web client only)	Remove one digit from calculator display.
F9 (web client only)	Change the sign of the number on calculator display.
= or Enter (web client only)	Evaluate and display the result.
Escape (web client only)	Clear the calculator display.
Digit Key (0123456789.) (web client only)	Show the number in the display field
%, *, +, -, / (web client only)	Perform an operation corresponding to the key stroke and display the result.
R or r (web client only)	1/X Operation.
O (web client only)	Close the calculator and set the current value to the input field with search button (OK action).
C (web client only)	Close the calculator and return to the input field with search button (cancel action).

Media Object Text Hot Keys

Hot Keys	Action
Ctrl + B	Bold the selected text
Ctrl + I	Italicize the selected text
Ctrl + U	Underline the selected text
Ctrl + Shift + L	Create a bullet
Ctrl + Tab	Exit the text edit form and display the next object in the tab sequence

Calendar Control Hot Keys

Hot Keys	Action
Ctrl + Alt + D (web client only)	Switch to Day view
Ctrl + Alt + W (web client only)	Switch to Week view
Ctrl + Alt + M (web client only)	Switch to Month view
Ctrl + Alt + Right Arrow (web client only)	Move to next day/week/month as per current view
Ctrl + Alt + Left Arrow (web client only)	Move to previous day/week/month as per current view
Ctrl + Alt + A (web client only)	Add an activity
Ctrl + Alt + E (web client only)	Move focus to first/next event. If All Day Events exist, the focus is set to the first day to last, from AM to PM. If on month view, move focus from first day to last.

Grid Hot Keys

Hot Keys	Action
Tab	Move to the next cell. The order is right and then down. Available only in grids where you can enter information.
Shift + Tab	Move focus to previous link, form field, button, or hot linked button
Ctrl + V	Paste the Clipboard data into the current cell location.
Ctrl + C	Copy the current selection or data in a cell to the Clipboard.
Enter in a grid cell (web client only)	Move focus to first editable field in the row below the current one.
Spacebar on the Grid Selection Check box (web client only)	Select the row that the check box represents. A user can tab through the controls to set focus on the Grid Selection Check box
F2 (web client only)	Launch Search button from the current cell.
Alt + / (web client only)	Move focus to first enabled cell in the QBE row, if QBE is present. Cycle through all QBE cells
ENTER in QBE	Trigger Find operation
PAGE UP	Page up (or show previous page of grid data)
PAGE DOWN	Page down (or show next page of grid data)
Alt + R (web client only)	Maximize/minimize grid
Ctrl + Shift + E (web client only)	Export Grid Data
Ctrl + Shift + I (web client only)	Import Grid Data

Alt + J (web client only)	On editable grids, set focus on the first editable cell in the grid. On non-editable grids, set focus on the row selector for the first row in the grid.
Up and Down Arrows	Move focus to the field above or below, in the same column
Ctrl + Up Arrow (web client only)	Select previous row
Ctrl + Down Arrow (web client only)	Select next row
Ctrl + Alt + Left Arrow	Move focus to first editable cell in current row
Ctrl + Alt + Right Arrow	Move focus to last editable cell in current row
ENTER in grid row	Move focus to first editable field in the row below
Ctrl + Home	Move focus to first row, current column
Ctrl + End	Move focus to last row, current column
Ctrl + Alt + [spacebar] (web client only)	Select current row