

Datatel Keyboard Shortcuts

For **Windows users**, the shortcuts listed below are available 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**
- 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**
- Exit/Logout: **Ctrl+Alt+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**
- View all records in context: **Ctrl+Shift+A**
- 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**

Datatel Keyboard Shortcuts

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 previous form: **Ctrl+Page Up**
- Move to the next form: **Ctrl+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**
- Print active form: **Ctrl+Alt+P**
- 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+U**
- 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.