


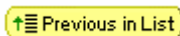


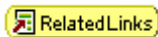
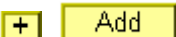
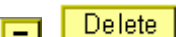
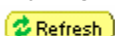



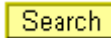

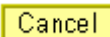




Keyboard Commands

List of Access Keys – An Access Key is an Alt key combination that moves focus to a specified field on the current page. You must press Enter for the action to occur.	
Alt + 1, Enter 	Moves the focus to different buttons depending on the page type: <ul style="list-style-type: none"> 🐾 Moves focus to the Save button on the Toolbar in a page 🐾 Moves focus to the OK button on a secondary page 🐾 Moves focus to the Search or Add button on a Search or Lookup page
Alt + 2, Enter 	Return to Search
Alt + 3, Enter 	Next in List
Alt + 4, Enter 	Previous in List
Alt + 5, Enter  	Opens Look Up page Opens Calendar prompt
Alt + 6 	Related Links
Alt + 7 	Insert Row in grid or scroll area
Alt + 8 	Delete Row in grid or scroll area
Alt + 0 	Refreshes the page by invoking the Refresh button on the Toolbar
Alt + . [Alt + period] 	Next set of rows in grid or scroll area
Alt + , [Alt + comma] 	Previous set of rows in grid or scroll area

List of Hot Keys - A Hot Key performs an immediate action.	
Ctrl K	Keyboard Commands Hot Keys List
Ctrl Y	Toggle menu between collapse and expand
Ctrl Tab	Toggles focus throughout the page
Enter   	Invokes the following buttons where present: OK, Search, Lookup
Esc 	Cancel
Use Arrow keys to move from button to button.	Select Radio Button
Use Tab key to move from check box to check box, then use space bar to select or deselect the box.	Select Check Box

Note: For Mac users, the Option key is the Alt key.