Datatel UI 4.3.1 Keyboard Shortcuts

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.

A few function keys have changed to be compatible with your web browser:

- **Ctrl**+**D** (Field Delete) is now **Alt**+**Ctrl**+**D**
- **F10** (Save and stay in the current screen) is now **F9**
- **F9** (Save and exit the current screen) is now **Shift**+**F9**

This section lists the keyboard shortcuts that are available only when working *within* a UI form (alternative keystroke combinations are separated by |).

- Field delete in a table: **Ctrl**+**Alt**+**D**
- Cancel from current form: **F8**
- Cancel from all forms: **Shift**+**F8**
- Finish from current form: **Ctrl**+**F9** (Windows) | **Ctrl**+**9** (Mac)
- Save current form: **F9** | **Ctrl**+**0** (zero, not the letter o)
- Save all open forms: **Shift**+**F9** (Windows) | **Ctrl**+**8** (Mac)
- Detail: **F2**
- Print active form: **Ctrl**+**Alt**+**P**
- 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 table: **Down Arrow** *
- Move back one row in a table: **Up Arrow** *
- Move forward one page in a table: **Page Up**
- Move backward one page in a table: **Page Down**
- Move to the previous form: **Ctrl**+**Page Up** (Windows) | **Command**+**Page Up** (Mac)
- Move to the next form: **Ctrl**+**Page Down** (Windows) | **Command**+**Page Down** (Mac)
- 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 table: **Ctrl**+**Home**
- Move to the last row of a table: **Ctrl**+**End**
- Field insert in a table: **Insert**

- 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**

* If the current field within a table 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.

This section lists the keyboard shortcuts that you can use with UI. The shortcuts listed below are available in UI when you are *not* working within a UI form:

- 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 Navigation Panel: **Ctrl+Alt+N**
- Show Favorites Panel: **Ctrl+Alt+F**
- Exit/Logout: **Ctrl+Alt+L**
- Show Help (for current UI area in focus): **Ctrl+Alt+H**
- Show Keyboard Shortcuts: **Ctrl+Alt+K**
- Close open panels (and return to the main UI window): **Esc**