# Keyboard Shortcuts for PC

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| **Function** | **Key Stroke** | **Old Function** | **Old Key Stroke** |
| Application Navigator Display Open Items | CTRL + Y |  |  |
| Application Navigator Search | CRTL + Shift + Y |  |  |
| Application Navigator Help | CTRL + Shift + L | Help | Ctrl + H |
| Application Navigator Sign Out | CTRL + Shift + F |  |  |
| Display the Menu | CTRL + M |  |  |
| Open Main Menu | CTRL + Alt + M |  |  |
| Open Related Menu | Alt + Shift + R |  |  |
| Open Tools Menu | Alt + Shift + T |  |  |
| Choose/Submit/Action | Return/Enter | Direct Access Box | Return/Enter |
| Next Section | ALT + Page Down | Next Block | Ctrl + Page Down |
| Previous Section | ALT + Page Up | Previous Block | Ctrl + Page Up |
| Cancel form, Exit, Close Current Page, CancelSearch or Query | Ctrl + Q | Exit, Cancel Query, Close Form | Ctrl + Q |
| Cancel Action | Esc |  |  |
| Next Field/Item | Tab | Next Field | Tab |
| Previous Field/Item | Shift + Tab | Previous Field | Shift + Tab |
| Export | SHIFT + F1 |  |  |
| Duplicate Item | F3 | Duplicate Item | F3 |
| Duplicate Selected Record | F4 | Duplicate Record | F4 |

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| --- | --- | --- | --- |
| Clear One Record | Shift + F4 | Clear Record | Shift + F4 |
| Clear Page/Start Over/Refresh/Rollback | F5 | Rollback | Shift + F7 |
| Clear All in Section | Shift + F5 |  |  |
| Insert/Create Record | F6 | Insert Record | F6 |
| Delete Record | Shift + F6 | Delete Record | Shift + F6 |
| Search/Open Filter Query | F7 | Enter Query | F7 |
| Execute Filter Query | F8 | Execute Query | F8 |
| List of Values | F9 | List of Values | F9 |
| Save | F10 | Save | F10 |
| Print | CTRL + P | Print | Shift + F8 |
| More Information | CTRL + Shift + U |  |  |
| Retrieve BDM Documents | ALT + R |  |  |
| Add BDM Documents | ALT + A |  |  |
| Submit Work Flow | ALT + W |  |  |
| Release Work Flow | ALT + Q |  |  |
| Checkbox Autofill | Space bar | Checkbox auto fill | Space Bar |
| Today’s Date Autofill | Any letter key, Enter | Today’s Date autofill | Any letter key, Enter |