



## Keyboard shortcuts



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Remedy User enables you to use keyboard shortcuts to perform many actions.

### Keyboard shortcuts in Form windows

<b>To do this:</b>	<b>Press:</b>
Copy all contents of all fields onto the clipboard.	CTRL+A
Copy the selection onto the clipboard.	CTRL+C
Paste the selection.	CTRL+V
Display the selected request.	CTRL+ALT+D
Delete a request (administrators only).	CTRL+D
Clear all entries in the form's fields.	CTRL+E
View the status history for the request.	CTRL+H
View Alerts.	CTRL+L
Open the Run Macro dialog box from where you can run a macro.	CTRL+I
Open your designated Home Page.	ALT+HOME
Open the Object List to open forms, guides, and applications.	CTRL+O
Copy all field information in the current form to a new request while in Search or Modify mode.	CTRL+T
Open the Print dialog box where you can print the current window.	CTRL+P

Open the Find Forms dialog box.	CTRL+F
Fill the fields of the form with default information.	CTRL+U
Close the current window.	CTRL+F4
Close all windows.	CTRL+W
Cut the selection, and copy it to the clipboard.	CTRL+X
Save the current request, and go to the next request in the results list.	CTRL+Y
Reverse (undo) the last action in a character or diary field.	CTRL+Z
Close a dialog box without saving changes.	ESC
Display context-sensitive help for the dialog box (when a dialog box is displayed); Open Remedy User help when a form is displayed.	F1
Display context-sensitive help for the dialog box (when a dialog box is displayed); Display What's This help for the form (when a form is displayed).	SHIFT+F1
Switch the Details pane to New mode.	F2
Switch the Details pane to Search mode.	F3
Refresh the search.	F5
Switch focus between the Results and the Details pane.	F6
Paste the contents from the clipboard to the current location.	SHIFT+INSERT
Select the previous request in the results list.	CTRL+PAGE UP
Select the next request in the results list.	CTRL+PAGE DOWN

In New or Modify mode, save changes to the request; in Search mode, perform a search.	CTRL+ENTER
Navigate through forms.	CTRL+TAB
Open a text editor or diary editor for a text field or diary field, or open a calendar or time control for a date or time field.	SHIFT+ALT+F7
Open the menu in a menu field.	ALT+  or ALT+ 
Execute an active link in a multiple-line field (usually used on machines without a mouse).	SHIFT + ALT + F5
Go to the beginning of the current field.	CTRL+HOME
Go to the end of the current field.	CTRL+END
Go to the first field on a form.	SHIFT+CTRL +HOME
Go to the last field on a form.	SHIFT+CTRL+END

## Keyboard shortcuts in the Report window

To do this:	Press:
Open the Run Macro dialog box where you can select and run a macro.	CTRL+I
Run Macro.	CTRL+R
Open the Print dialog box where you can print the report.	CTRL+P
Open the Save Report Style As dialog box where you can save the report definition to file.	ALT+S
Delete the currently selected report style.	DEL

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Open context-sensitive help.	F1
Open context-sensitive help.	SHIFT +F1
Close the report window.	CTRL+F4
Open the Properties dialog box for the selected report.	ENTER

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