

List of hotkeys -Win-Client-

Function	Hotkey	Context
Load data corresponding the search entry (Quickfinder)	[F5]	-generally-
Save modified record (Save)	[Ctrl+S]	-generally-
Resets changes in the record and closes edit mode (Cancel)	[Ctrl+Q]	-generally-
Insert new record	[Ctrl+I]	-generally, not in sub lists-
Duplicate record	[Ctrl+J]	-generally, not in sub lists-
Duplicate record with structure	[Ctrl+Shift+J]	-generally, not in sub lists-
Delete record, delete selected assignment in sub list	[Ctrl+D]	-generally-
Switch between active dialog and Quickfinder	[Ctrl+F]	-generally-
Set the field on which the focus lies in the edit mode	F2	-generally-
Swaps in the components (function bar, form etc.)	[F6]	-focus on component-
Select/unselect all records in a list, select whole content of a field	[Ctrl+A]	-generally in lists-
Select/unselect record with record pointer	Space	-generally in lists-
Select record, move marker, swap record	CurDown/CurUp	-generally in lists-
Select record, expand/reduce marker	[Shift+CurDown], [Shift+CurUp]	-generally in lists-
Only move only pointer, leave marker	[Ctrl+CurUp/CurDown]	-generally in lists-
Reset column sequence, column width and line height to the default settings	[Ctrl+Alt+R]	-generally in lists-
Scroll non-significant columns of a list to the left or right (horizontally)	[Shift+wheel]	-generally in lists-
Scroll the record focus or the current record selection up/down (vertically)	[Ctrl+wheel]	-generally in lists-
Undo last change in the editor (Undo/Redo)	[Ctrl+Z] [Ctrl+Shift+Z]	-Editor-
Open the editor with toolbar for a CLOB field (e.g., text module)	F2	CLOB-field
Display and hide the toolbar in the CLOB field	[Ctrl+Alt+T]	CLOB-field
Expand/close a function menu in the function bar	[CurLeft], [CurRight]	focus auf function menu
Jump in the function and navigation bar to the next function	[CurUp], [CurDown]	focus auf function
Delete all search entries in the mask	[Ctrl+U]	-generally-
Open search filter mask for the complex search	[Ctrl+T]	-generally-
Open/close a selection menu	Alt+CurDown]	focus in field
Expand/reduce field (toggle)	[Alt+CurUp]/ESC	focus in field
Switch between main dialog objects (forms)	[Ctrl+Tab], [Ctrl+Shift+Tab]	-generally-
Jump to the next object (field, tab, button...)	[Tab]	focus in object
Jump to the previous object (field, tab, button...)	[Shift+Tab]	focus in object
Jump to the neighbouring field	[Ctrl+Cur (left, right, up, down)]	focus in field
Forward in the history of activated dialogs (as in an internet browser)	[Alt+CurRight]	-generally-
Back in the history of activated dialogs (as in an internet browser)	[Alt+CurLeft]	-generally-
Activate top menu + short key, select sub menu by curser	[Alt+Top menu short key...]	-generally-
Open menu in the top menu	[Alt+Top menu short key]	-generally-
Cut, Copy and Paste for field entries	[Ctrl+X], [Ctrl+C], [Ctrl+V]	cursor in field
Delete characters right beside the current cursor position -in the field	[Del]	cursor in field
Place cursor on the first position of the current field [home]	[Home], [Pos1]	cursor in field
Place cursor on the last position of the current row of the current field	[End]	cursor in field
Alternating insert mode (standard) or overwrite mode	[Ins]	cursor in field
Set the field on which the focus lies in the edit mode and reset	F2/ESC	focus on field
Print report of the current record	[Ctrl+P]	-generally-
Open context menu , depends on the set focus	[Shift+F10]	-generally-
Display help windows with command line options	[Ctrl+Alt+C]	-generally-
Display version information	[Ctrl+Alt+I]	-generally-
Display of the current field description	[Ctrl+Alt+F]	cursor in field
Display list with loaded modules	[Ctrl+Alt+M]	-generally-
Open system menu	[Alt+Space]	-generally-
Use default settings for lists and sub dialogs (toggle with user settings)	[Ctrl+Alt+D]	-generally-
Open data quality at defined fields	[Ctrl+F2] or Ctrl+left mouse	defined fields
Transfer column total of selected rows to the clipboard	[Ctrl+Alt+S]	numeric list column
Dock all floating windows	[Ctrl+Alt+K]	-generally-
Close active mask	[Ctrl+F4]	-generally-
Close client/Application	[Alt+F4]	-generally-