Colleague Navigation
User Interface 5.0 Keyboard Shortcuts

Colleague User Interface (UI) Keyboard Shortcuts

Keyboard navigation is available with the Colleague User Interface. Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.

Function/Button	Keyboard
Windows Keyboard Shortcuts	
Toggle between Person and Form search	Ctrl+Shift+S
Show Search Results panel	Ctrl+Alt+R
Show Clear History dialog box	Ctrl+Alt+T
Show Advanced Person Search dialog box	Ctrl+Alt+A
Show Navigation Panel	Ctrl+Alt+N
Show Favorites Panel	Ctrl+Alt+F
Exit/Logout	Ctrl+Alt+L
Show Debug Information	Ctrl+Alt+B
Show Help (for current UI area in focus)	Ctrl+Alt+H
Show Keyboard Shortcuts	Ctrl+Alt+K
View all records in Context Area (card selector drop-down)	Ctrl+Shift+A
Close current record in Context Area	Ctrl+Shift+X
Close all records in Context Area	Ctrl+Alt+X
Add current record in Context Area to Favorites	Ctrl+Shift+V
Add all records in Context Area to Favorites	Ctrl+Alt+V
Go to next record in Context Area	Ctrl+Shift+N
Go to previous record in Context Area	Ctrl+Shift+R
Toggle screen reader short/verbose search results help	Ctrl+Alt+J
Change focus to a UI form (places focus in the last field that previously had focus; only works if a form is open)	Ctrl+Shift+W
Change focus to the Context Area	Ctrl+Alt+W
Close open panels and return to the main UI window	Esc
UI Form Shortcuts	
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

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Function/Button	Keyboard
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 back one page in a table	Page Down
Move to the previous form	Ctrl+Page Up
Move to the next form	Ctrl+Page Down
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
Field delete in a table	Ctrl+Alt+D
Export table contents to Excel	Ctrl+Alt+E
Cancel from current form	F8
Cancel from all forms	Shift+F8
Finish form current form	Ctrl+F9
Save current form	F9 or Ctrl+0 (the number zero)
Save all open forms	Shift+F9
Detail	F2
Print active form	Ctrl+Alt+P
Help	Ctrl+Alt+H or F1 (shows help for area currently in focus; F1 may not work in all instances)
Show keyboard shortcuts	Ctrl+Alt+K
Keyboard Shortcuts for Search Results Panel that is not a Form Search	
Select all records	FA
Add a new record, if available	A
Jump to a page containing result number *n*	J *n*
Enter sort select criteria, if applicable	S
Switch to Card View	C
Switch to Grid View	G
Export results to Microsoft Excel	E
Move to the next page of results	Page Down

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Function/Button	Keyboard
Move to the previous page of results	Page Up
Move to the first page of results	Home
Move to the last page of results	End
Show the search input options	?
Keyboard Shortcuts for the Form Search Results Panel Input Box	
Execute result *n*	*n* (enter the number)
Move to the next page of results	Page Down
Move to the previous page of results	Page Up
Move to the first page of results	Home
Move to the last page of results	End

Note

To access accessibility shortcuts for Colleague User Interface, click the Help icon on the side tool bar and select **List Keyboard Shortcuts**.