

# ERP Shortcut Keys

S.NO	Short cut	Name	Description
1	Alt+ H	HELP	Help for the current window
2	Alt+ N	NEW RECORD	Create a new record on the master tab
3	Alt+ D	DELETE	Delete the current record on the master tab
4	Alt+ S	SAVE	Save current record
5	Alt+ A	SAVE & CREAT	Save the current records and create new
6	Alt+ C	COPY	Create a new record as a copy of the current
7	Alt+ E	REFRESH	Refresh the current record and query reading again from the database
8	Alt+ T	TOGGLE	Toggle grid mode
9	Alt+ L	CUSTOMIZE	Customize grid mode
10	Alt+ UP	PRAENT TAB	Navigate to the parent tab (when in a detail tab)
11	Alt+ DOWN	DEATILS TAB	Navigate to the detail tab (if the tab has details)
12	Alt+ F	FIND	Lookup Record
13	Alt+ Z	IGNORE	Ignore changes
14	Alt+ P	PRINT	Print document
15	Alt+ LEFT	PREVIOUS RECORD	Navigate to the previous record
16	Alt+ RIGHT	NEXT RECORD	Navigate to the next record
17	Alt+ HOME	FIRST RECORD	Navigate to the first record
18	Alt+ END	LAST RECORD	Navigate to the last record
19	Alt+ ESCAPE	CANCEL	Close the window without selecting
20	Alt+ PAGE DOWN	NEXT TAB	Navigate to the tab (window) open at the right of the current tab

21	Alt+ PAGE UP	PREVIOUS TAB	Navigate to the tab (window) open at the left of the current tab
22	Alt+ M	OPEN MENU TREE	Open the menu tree and allows it to navigate with arrow keys and select Enter, Escape closes the menu tree

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