

Executing certain functions can be facilitated by the use of keyboard shortcuts.

| Shortcut | Result |
|---|---|
| Navigating in lists | |
| F12 or down arrow | Next record (taking any filters and sorts into account). |
| F11 or up arrow | Shifts the selection to the previous selection (taking any filters and sorts into account). |
| Ctrl + F11 | First record in the list (taking any filters and sorts into account). |
| Home | First record in the loaded portion of the list (taking any filters and sorts into account). |
| Ctrl + F12 | Last record in the list (taking any filters and sorts into account). |
| End | First record in the loaded portion of the list (taking any filters and sorts into account). |
| Page Up | Move up one page in the list (taking any filters and sorts into account). |
| Page Down | Move down one page in the list (taking any filters and sorts into account). |
| Ctrl + G | Searches the first record (taking any filters and sorts into account) starting with the letters entered in the search box. This function only works when the list is sorted. |
| Displaying list and record details | |
| F6 | Displays the list only. |
| F7 | Displays the detail only. |
| F8 | Displays both the list and detail. |
| F4 | Displays the detail of the linked record. |
| F9 | Modifies the width of columns in order to fill the exact width of the window. The space taken up by each individual column remains proportional according to the other columns. |
| Shift + F9 | Adjust the width of columns according to the width of the largest item of text contained in the column (for those records loaded in memory). |
| Ctrl + Page Up | In a detail screen, places the focus on the preceding tab. |
| Ctrl + Page Down | In a detail screen, places the focus on the following tab. |
| Alt + Enter | On a field or a link in a detail screen, displays the Configure Object dialog box. |
| Insert | In a list screen, creates a new record. |
| Delete | In a list screen, deletes the current record. |
| + and - | In tree views, these keys let you unfold or fold the current branch. |
| * and / | In tree views, these keys let you unfold or fold all branches. |
| Help | |
| F1 | Displays the main on-line help of AssetCenter. |
| F1 | In the Script Builder, displays the InfraCenter Programmer's Reference. |
| Shift + F1 | Displays the extended help on a field or a link. |
| Printing | |
| Ctrl + P | Displays the print dialog box. |
| Exiting | |
| Alt + F4 | Exits AssetCenter. |

| Shortcut | Result |
|-------------|---|
| Edit | |
| Ctrl + A | Selects all records (taking any filters and sorts into account). |
| Ctrl + X | Cuts the text or records and places them in the Window "Clipboard". |
| Ctrl + C | Copies the text or records and places them in the Window "Clipboard". |
| Ctrl + V | Paste text or records from the Windows "Clipboard". |
| Ctrl + T | Displays the list in tree view. |
| Ctrl + L | Displays the list in table view (list view). |
| Ctrl + ; | Inserts the current date and time of the machine. |
| Data | |
| F5 | Updates the detail and/or list. |
| Ctrl + F5 | Refreshes the caches. |



The Infrastructure Management Company™

AssetCenter™

Version 3.5

Quick reference card

Keyboard shortcuts

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