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.

Peregrine
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The Infrastructure Management Company™

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Quick reference card
Keyboard shortcuts

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