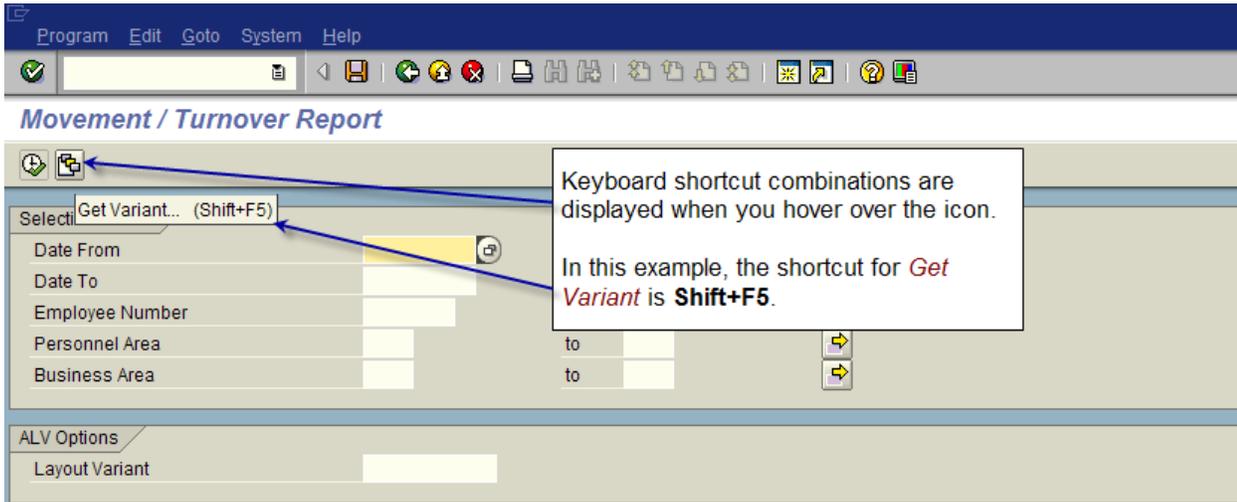


Keyboard Shortcuts in HRMS

Keyboard shortcuts are keys or combinations of keys you can use instead of icon buttons while you are working in HRMS. Many people prefer to use keyboard shortcuts rather than moving their hand off the keyboard to the mouse.

Tip: Find a shortcut you like? Write it on a sticky note and put it on your desk where you'll see it easily as a reminder until you have mastered the combination. Then, move on to another one!



The following is a list of available keyboard shortcuts. Keyboard shortcuts *may* be different for the same icon depending on which screen you are on.

Standard Toolbar Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue		Ctrl G	Continue Search
	Ctrl S	Save		F1	Help
	F3	Back		Ctrl Page Up	Scroll to top of document.
	Shift F3	Exit System Task.		Page Up	Scroll up one page.
	F12	Cancel		Page Down	Scroll down one page
	Ctrl P	Print		Ctrl Page Down	Scroll to last page of document.
	Ctrl F	Find		None	Create new session.
	Alt F12	Customize local layout.	(PC only)		

Additional information – this was NOT a handout at the meeting

Application Toolbar and Screen Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F8	Execute		None	Update/Refresh
	F5	Overview		Shift F5	Get variant
	Shift F2	Delete		Shift F6	Selection screen help

Navigation Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter	Enter/Continue/Copy		F12	Cancel
	F8	Scroll left		Shift F1 Shift F7	Scroll right Next item
	Ctrl Shift F1	Move Favorites Up		Ctrl Shift F2	Move Favorites Down
	Ctrl F7	Previous layout		Ctrl F8	Next layout
	Ctrl F10	User menu		Ctrl F11	SAP menu
	F6	Display Period screen			

Additional information – this was NOT a handout at the meeting

Matchcode Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F4 (Mac)	Display Matchcode list.		F4 (PC)	Display Matchcode list.
	F6	Insert in personal list. Click on an item, then on the button.		Shift F6	Display personal value list. After you create the personal list, click on the button to end the list.
	Shift F6	Restores the original Matchcode list.		Shift F4 (PC only)	Hold list displayed while you make a selection. Click on the button, then double-click to select a value.

Working with Data

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Ctrl F1	Select all items on screen.		Ctrl F2	Deselect all items on screen.
	Ctrl F3	Start/end of block. Select the first item; click the button. Select the last item; click the button.		Ctrl F6	Display results.
	F7	Display all possible values.		F8	Collapse all levels.
	Ctrl Shift F5	Sort in ascending order: Change sort order to descending or ascending (Fund Analysis rpt)		Ctrl Shift F4	Sort in descending order.
	F2	Selection options. Choose values >, <, etc.		Shift F4	Dynamic selections. Select additional fields for search criteria.
	F5 (Mac)	Display -> Change. Switches from display to change mode.		Shift F5	Filter; restrict values to search on Matchcode list.
	None	Multiple Selection. Include or exclude single values or ranges of values.		None	Replace item back into workflow in Workflow Inbox.

Additional information – this was NOT a handout at the meeting

Using Transactions

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F6	Display header details.		F2	Display line item details.
	F2	Display additional info for PO line item.		None	Services for object (Display JVs, Reqs).
	Shift F5 Ctrl F12	General Statistics (Reqs) PO History		Shift F5	Display delivery schedule for a PO line item.
	Ctrl F11	Display delivery address.		Shift F6	Display conditions for a PO line item.
	F7	Display the vendor address for a PO.		Ctrl Shift F6	Show release strategy for PO.

Formatting Text

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Shift F2	Delete selection line.	 (PC only)	Ctrl Shift F2	Copy text (JV line item).
 (PC only)	Ctrl Shift F1	Cut text (JV line item).		Ctrl F10 Shift F6	Item text (POs) Detailed text (JVs)
	F9	Paste text into field after you copy or cut it. Position the cursor and click the button.	 (Mac only)	Shift F4	Search and replace words in the JV text screen.
	F9	Select. Click in a line item, then on the button.		F6	Create text (JVs).