

Global Keyboard Shortcuts

Global Keyboard Shortcuts are a great way to help speed up data entry in i21. Below is a list of the global keyboard shortcuts available in i21.

Keyboard Shortcuts

Shortcut	Action	Location	Remarks
Alt+N	New button	Record Screen	
Ctrl+S	Save	Record Screen	
ALT+S	Find	Record Screen	
Ctrl+D	Delete		
Ctrl+U	Undo	Record Screen	
Alt+X or Esc	Close Screen	Search screen Record Screen Report screen	
ALT+V	View button		
Ctrl+R	Refresh	Search screen	
Ctrl+E	Edit		
Alt+C	Cancel	Search screen	
Ctrl+O	OK		
Ctrl+P	Print button	Record Screen	
Ctrl+L	Log Out		
Ctrl+I	Inserts a new row in a grid	Record Screen	
Ctrl+(Right Arrow)	Navigate to Next record	Record Screen	
Ctrl+(Left Arrow)	Navigate to Previous record	Record Screen	
Ctrl+Alt+(Right Arrow)	Navigate to Last record	Record Screen	
Ctrl+Alt+(Left Arrow)	Navigate to First record	Record Screen	
Ctrl+Z	Select All text		System Shortcut
Ctrl+X	Cut		System Shortcut
Ctrl+C	Copy		System Shortcut
Ctrl+V	Paste		System Shortcut
F9	Customer Inquiry		