**Understanding Hot Keys**

Menu options and buttons throughout the system include key combinations, or hot keys, that perform the same functions as using the mouse. All of [the standard](http://docs.oracle.com/cd/E17984_01/doc.898/e14710/hot_keys.htm) [push buttons](http://docs.oracle.com/cd/E17984_01/doc.898/e14710/hot_keys.htm) in the system have hot keys associated with them.

You can recognize hot keys by the underline on a control or menu. For example, the I on the Find button is underlined. Press Ctrl + Alt + I to use this control.

The hot keys work in both the Windows client and Web Client of JD Edwards EnterpriseOne software, except where noted.

**Note:**

In the JD Edwards EnterpriseOne web client, all hot key combinations that use the Alt key only work with the left Alt key. The right Alt key is used for typing special characters for foreign languages.

**Keyboard Shortcuts**

The hot keys listed in the following tables are capitalized only to make them easier to read. You do not need to press the shift key to utilize hot key functionality unless the shift key is specifically listed.

| **Hot Keys** | **Action** |
| --- | --- |
| F1 | Access field help |
| F2 (web only) | Launch search button/Calendar/Calculator button on the current field. |
| Alt + Tab | Switch between all open applications on your PC. |
| F8 (web only) | Move focus to the EnterpriseOne Menu and loop between open applications. |
| F12 (web client only) | Move focus to the first focus-enabled control in the next group of controls. |
| Shift + F12(web client only) | Move focus to the first focus-enabled control in the previous group of controls. |
| Alt + 1 through Alt + 9 (web client only) | With focus on tab-sets, Alt + 1 shows the first tab, Alt + 2 shows the second and so forth, up to the 9th tab |
| Ctrl + Alt + 1 through Ctrl + Alt + 9 | With focus on subtab sets, Ctrl + Alt + 1 shows the first subtab, Ctrl + Alt + 2 shows the second subtab, and so on, up to the ninth subtab. |
| Alt + N (web client only) | Launch new window |
| Alt + M (web client only) | Minimize/maximize EnterpriseOne Menu |
| Ctrl + Shift + J (web client only) | Launch System Information |
| Ctrl + Shift + K (web client only) | Launch keyboard information help |
| Alt + K (web client only) | Expand/Collapse subform or container |
| Alt + Q (web client only) | Move focus to first or next issue (error or warning) field. Move focus back to the first issue after reaching the last issue. |
| Ctrl + A | Selects all text in a field. |
| Ctrl + X | Cut or delete selected text |
| Ctrl + V | Paste cut or copied text to the new area |
| Ctrl + C | Copy selected text |
| Ctrl + Alt + P (web client only) | Open Report menu |
| Ctrl + Alt + T (web client only) | Open Tools menu |
| Ctrl + Alt + F (web client only) | Open Form menu |
| Ctrl + Alt + R (web client only) | Open Row menu |
| Up or Down Arrows | Move focus up or down between options on fly out menus. Press Enter to launch the option. |

**EnterpriseOne Menu**

| **Hot Keys** | **Action** |
| --- | --- |
|  |  |
| Ctrl + Enter | Opens new window. |
| Ctrl + mouse click | Opens new window. |
| Up and Down Arrows (web client only) | Move focus up or down from present node in navigation tree. If next node is a child node, move focus to it |
| Right Arrow (web client only) | Expand present node in navigation tree |
| Left Arrow (web client only) | Collapse present node in navigation tree |
| Enter (web client only) | Launch end node if hyperlinked. If parent node, expand it. If expanded, collapses it |
| Ctrl + Right Arrow | Activates the fly out for a menu item. |
| Esc | Cancels the fly out for a menu item. |
| Up Arrow and Down Arrow | Navigates the fly out when active. |
| Ctrl + Home | If focused on the menu, this hot key combination will take you to the first menu item. |
| Ctrl + End | If focused on the menu, , this hot key combination ill take you to the last menu item. |
| Alt + X | Expands the menu to full size. |

**Button Hot Keys**

| **Hot Keys** | **Action** |
| --- | --- |
| Ctrl + Alt + A (web client only) | Add |
| Ctrl + Alt + B (web client only) | Save for Later, Back on Media Object Viewer form |
| Ctrl + Alt + D (web client only) | Delete |
| Ctrl + Alt + E (web client only) | Save and Continue, Continue in Import/Export Grid Data |
| Ctrl + Alt + F (web client only) | Open Form menu, place focus on first option |
| Ctrl + Alt + G (web client only) | Assign |
| Ctrl + Alt + I (web client only) | Find, File Media Object view/add form |
| Ctrl + Alt + L (web client only) | Cancel/Close |
| Ctrl + Alt + M (web client only) | Remove, New Template on Media Object Viewer form |
| Ctrl + Alt + N (web client only) | Save and Add New |
| Ctrl + Alt + O (web client only) | OK, Save and Close, Submit, New OLE Media Object on Media Object Viewer form |
| Ctrl + Alt + P (web client only) | Open Reports menu, place focus on first option |
| Ctrl + Alt + R (web client only) | Open Row menu, place focus on first option |
| Ctrl + Alt + S (web client only) | Select |
| Ctrl + Alt + T (web client only) | Open Tools menu, place focus on first option |
| Ctrl + Alt + U (web client only) | Undo Changes, Enter URL on Media Object Viewer form |
| Ctrl + Alt + V (web client only) | Save, Save Changes |
| Ctrl + Alt + X (web client only) | New Text media object on Media Object Viewer form |
| Ctrl + Alt + Y (web client only) | Copy |
| Ctrl + Alt + Z (web client only) | Characterize on Media Object Viewer form |
| Ctrl + Alt + Up Arrow (web client only) | Move selection up in Data Selection and Sequencing dialog |
| Ctrl + Alt + Down Arrow (web client only) | Move selection down in Data Selection and Sequencing dialog |

**Keyboard Shortcuts for the Calendar Tool**

| **Hot Keys** | **Action** |
| --- | --- |
| Page Up | Move to previous month. |
| Page Down | Move to next month. |
| Home (web client only) | Move to previous year. |
| End (web client only) | Move to the next year. |
| Enter (web client only) | Close the Calendar and set the current value to the input field with search button (OK action). |
| Escape (web client only) | Close the Calendar and return to the input field with search button (Cancel action). |

**Web Client Keyboard Shortcuts for the Calculator Tool**

| **Hot Keys** | **Action** |
| --- | --- |
| Backspace (web client only) | Remove one digit from calculator display. |
| F9 (web client only) | Change the sign of the number on calculator display. |
| = or Enter (web client only) | Evaluate and display the result. |
| Escape (web client only) | Clear the calculator display. |
| Digit Key (0123456789.) (web client only) | Show the number in the display field. |
| %, \*, +, -, / (web client only) | Perform an operation corresponding to the key stroke and display the result. |
| @ (web client only) | Perform square root operation. |
| R or r (web client only) | 1/X Operation. |
| O (web client only) | Close the calculator and set the current value to the input field with search button (OK action). |
| C (web client only) | Close the calculator and return to the input field with search button (cancel action). |

**Moving in the Grid**

| **Hot Keys** | **Action** |
| --- | --- |
| Tab | Move to the next cell. The order is right and then down. Available only in grids where you can enter information. |
| Shift + Tab | Move focus to previous link, form field, button, or hot linked button. |
| Ctrl + V | Paste the Clipboard data into the current cell location. |
| Ctrl + C | Copy the current selection or data in a cell to the Clipboard. |
| Enter in a grid cell (web client only) | Move focus to first editable field in the row below the current one. |
| Spacebar on the Grid Selection Check box (web client only) | Select the row that the check box represents. A user can tab through the controls to set focus on the Grid Selection Check box. |
| F2 (web client only) | Launch Search button from the current cell. |
| Alt + / (web client only) | Move focus to first enabled cell in the QBE row, if QBE is present. Cycle through all QBE cells |
| ENTER in QBE | Trigger Find operation. |
| PAGE UP | Page up (or show previous page of grid data) |
| PAGE DOWN | Page down (or show next page of grid data) |
| Alt + R (web client only) | Maximize/minimize grid |
| Ctrl + Shift + E (web client only) | Export Grid Data |
| Ctrl + Shift + I (web client only) | Import Grid Data |
| Alt + J (web client only) | On editable grids, set focus on the first editable cell in the grid. On non-editable grids, set focus on the row selector for the first row in the grid. |
| Up and Down Arrows | Move focus to the field above or below, in the same column |
| Ctrl + Up Arrow (web client only) | Select previous row |
| Ctrl + Down Arrow (web client only) | Select next row |
| Ctrl + Alt + Left Arrow | Move focus to first editable cell in current row |
| Ctrl + Alt + Right Arrow | Move focus to last editable cell in current row |
| ENTER in grid row | Move focus to first editable field in the row below |
| Ctrl + Home | Move focus to first row, current column |
| Ctrl + End | Move focus to last row, current column |
| Ctrl + Alt + [spacebar] (web client only) | Select current row |