

## Keyboard Shortcuts

Shortcut Key	Selected from	Result
ALT-S	Search Tab	Activates the search mode. The shortcut has the same effect as selecting the Search button from the main <i>SynergySoft</i> menu.
ALT-M	Picklist Tab	Activates the modify mode. The shortcut has the same effect as selecting the Modify button from the main <i>SynergySoft</i> menu.
ALT-A	Search / Picklist Tab	Activates the add mode. The shortcut has the same effect as selecting the Add button from the main <i>SynergySoft</i> menu.
ALT-D	Tab	Deletes a record e.g. to delete a Creditor record, select the Details tab and select ALT-D. <i>SynergySoft</i> will prompt you whether you want to delete the record.
ALT-V	Tab	Saves a record. The shortcut has the same effect as selecting the Save button from the main <i>SynergySoft</i> menu.
ALT-E	Tab	The shortcut has the same effect as selecting the Cancel button from the main <i>SynergySoft</i> menu.
ALT-K	Lookup Text field	Displays a Lookup Code file. The shortcut has the same effect as selecting the Lookup button from the main <i>SynergySoft</i> menu.
ALT-N	Tab	If you selected a list of items from a Picklist and then select the Modify button all selected items will be opened. Only the first item selected will however appear on screen. If you would like to view the next selected Picklist item select ALT-N.
ALT-P	Tab	If you select a list of items from a Picklist and then select the Modify button all selected items will be opened. To view each consecutive open item select ALT-N (as above). If you would like to return to the previous item in the list, select ALT-P.
ALT-I	Tab	If you select a list of items from a Picklist and then select the Modify button all selected items will be opened. To view each consecutive open item select ALT-N (as above). If you would like to quickly return to and display the first item that you picked from the Picklist, select ALT-I.
ALT-L	Tab	If you pick a list of items from a Picklist and then select the Modify button all selected items will be opened. To view each consecutive open item select ALT-N (as above). If you would like to quickly go to and display the last item that you picked from the Picklist, select ALT-L.
ALT-T		Moves to and displays the next tab to the right
ALT-SHIFT-T		Moves to and displays the next tab to the left
CTRL-A	Grid	Adds a new row to a grid
CTRL-D	Grid	Deletes a row from a grid
	Text field	Displays the Debug Information dialog. The dialog contains useful information about the text field e.g. Dictionary Name, Lookup Name (if applicable)
CTRL-ALT-D	Grid	Displays the Debug Information dialog. The dialog contains useful information about the text field e.g. Dictionary Name, Lookup Name (if applicable)

Shortcut Key	Selected from	Result
CTRL-M	Grid	Removes the last row that you added
CTRL-O	Grid	Undoes a delete (if you selected to delete a row)
CTRL-S	Text field or grid	Converts to sentence case, e.g. "this is a record " becomes "This is a new record".
CTRL-L	Text field or grid	Converts to lower case, e.g. "This is a new record" becomes "this is a new record"
CTRL-U	Text field or grid	Converts to upper case, e.g. "this is a new record" becomes "THIS IS A NEW RECORD"
CTRL-I	Text field or grid	Converts to capitalized case i.e. the first letter of each word is converted to upper case, the rest to lower case, e.g. "this is a new record" becomes "This Is A New Record"
CTRL-G	Text field	Displays a form that contains details about related fields (Lookups)
CTRL-J	Text field	Creates dictionaries for all files used on the current form
CTRL-Q	Search Tab	Shows the last SELECT statement issued as a result of hitting the Search button on the Search Tab
CTRL-Z	Text field / cell in grid	Reverts field contents to original e.g. enter Brown in name text field. Delete the text. Type in Smith. Select Ctrl-Z. <i>SynergySoft</i> will restore the contents of the text field back to Brown.
CTRL-T	Text field	This option is used to speed up the process of entering data into <i>SynergySoft</i> . Typically when adding a new record you would hit TAB to move to each successive field on the screen in order to enter data into it. If a screen contains a number of voluntary fields that you do not want to enter data into you can remove those fields from the normal tab sequence so that when you hit the TAB button the cursor skips the fields that you do not want to enter data into and automatically moves to the next mandatory field. To use the option click in the field that you want to skip during the tab sequence and press CTRL + T. Repeat the process on each additional field that you want to exclude from the tab sequence. To deactivate the option, click in a field that has been selected to be skipped and press CTRL + T.
CTRL -B	Search Tab with Batch Controls	Puts the focus on the first button in the Batch Controls
CTRL - TAB	Tab	Cycles you through any Windows that you currently have open in <i>SynergySoft</i> . The option can be used as an alternative to the "Windows" button that is available on the main <i>SynergySoft</i> menu bar.
T	Text field	Enters Today's date in the text field
M	Text field	Enters ToMorrow's date in the text field
N	Time field	Enters the current time in the date field
Y	Text field	Enters Yesterday's date in the text field
TAB	Text field	Moves to the cursor to the next text field within a screen
SHIFT -TAB	Text field	Moves the cursor to the previous text field within a screen
CTRL+ SHIFT + TAB		Toggles between any screens that you have open e.g. if you have opened the Creditors Maintenance, Creditors Transactions and Creditors Payment screens, you can cycle through to consecutively open each screen.