

All Keyboard Shortcuts

Purpose: Use this document as a reference for key shortcuts in ctcLink.

Audience: All Faculty and Staff.



A hot key combination performs an action without pressing the Enter key. These keyboard shortcuts can be used in Campus Solutions, Finance, and Human Capital Management.

Hot Key Shortcuts

| Hot Key | Result |
|---------|--|
| ALT + 1 | Saves a page in a transaction. Moves to the Search or Add button on a search or lookup page. Moves to the OK button on a secondary page. |
| ALT + 2 | Returns to the search page from a transaction page. |
| ALT + 3 | Views the next row in the list when the button is active. |
| ALT + 4 | Views the previous row in the list when the button is active. |
| ALT + 5 | Accesses the Look Up page that lists the valid values for a field. Opens the calendar prompt. |
| ALT + 6 | Opens the pop-up window on a page. |
| ALT + 7 | Inserts a row in a grid or scroll area. |
| ALT + 8 | Deletes a row in a grid or scroll area. |
| ALT + 0 | In Expert Entry mode, activates the Refresh button, which validates the data entered on a page. |
| ALT + . | Views the next set of rows in a grid or scroll area. |
| ALT + , | Views a previous set of rows in a grid or scroll area. |
| ALT + / | Finds data in a grid or scroll area. |

| Hot Key | Result |
|------------|---|
| ALT + ' | Views all rows of data in a grid, scroll area, or search page results list. |
| ALT + \ | Toggles between the Add a New Value and Find an Existing Value fields on a search page. |
| CTRL + J | Displays the system information page if it is configured by an administrator to appear. |
| CTRL + K | On a search or transaction page, displays a list of keyboard navigation hot keys and access keys. |
| CTRL + Y | Toggles the Main Menu drop-down menu between expand and collapse. Toggles the Menu pagelet between minimize and maximize. |
| CTRL + TAB | Moves the focus through the frame set. |
| ENTER | Activates the OK button, where appropriate. On a search page, activates the Search button. On a lookup page, activates the Lookup button. |
| ESC | Activates the Cancel button, where appropriate. |
| ALT + 9 | Accesses page, such as Help. |
| ALT + \ | Toggles between Update/Display, Include History, and Correct History action modes on the toolbar on a transaction page. |
| CTRL + Z | Accesses the menu search field if it is enabled. |
| CTRL + Y | Expands the Main Menu. |
| CTRL + Z | If the search field is configured to appear in the Main Menu, expands the Main Menu and moves the cursor to a search field. |
| Tab | If the search field is configured to appear in the Main Menu, press Tab to move past the search field and sort icons to access the menu items. |