

## General Functions - Keyboard Shortcuts

**Ctrl + F1**

Business Central Help

**Alt + T**

My Settings

**Alt + Q** (🔍)

Open Tell Me

**Shift + F12** (☰)

Role Explorer

**Alt + N** (+)

Create a New Record

**Alt + Shift + N**

Close a Newly Created Record  
and Create a New One

**Ctrl + Alt + F1**

Inspect page and data

**Alt + O**

Add a New note for the Selected Record

**Alt + Shift + W** (🖱️)

Pop-out a page to a separate  
window

**Ctrl + F12** (↗️)

Switch Between  
Slim/Wide Page

**Alt + F2** (📄)

Toggle FactBox Area

**F5**

Refresh Data

## Data in Lists - Keyboard Shortcuts

**Alt + F7**

Sort Column in Asc/Desc Order

**Shift + F3** (📄)

Toggle Filter Pane, Focus on  
Data Filters

**Alt + F3**

Filter on Selected Cell Value

**Ctrl + Shift + F3**

Toggle Filter Pane; Focus on  
Totals Filters

**F3** (🔍)

Toggle the Search Box

**Shift + Alt + F3**

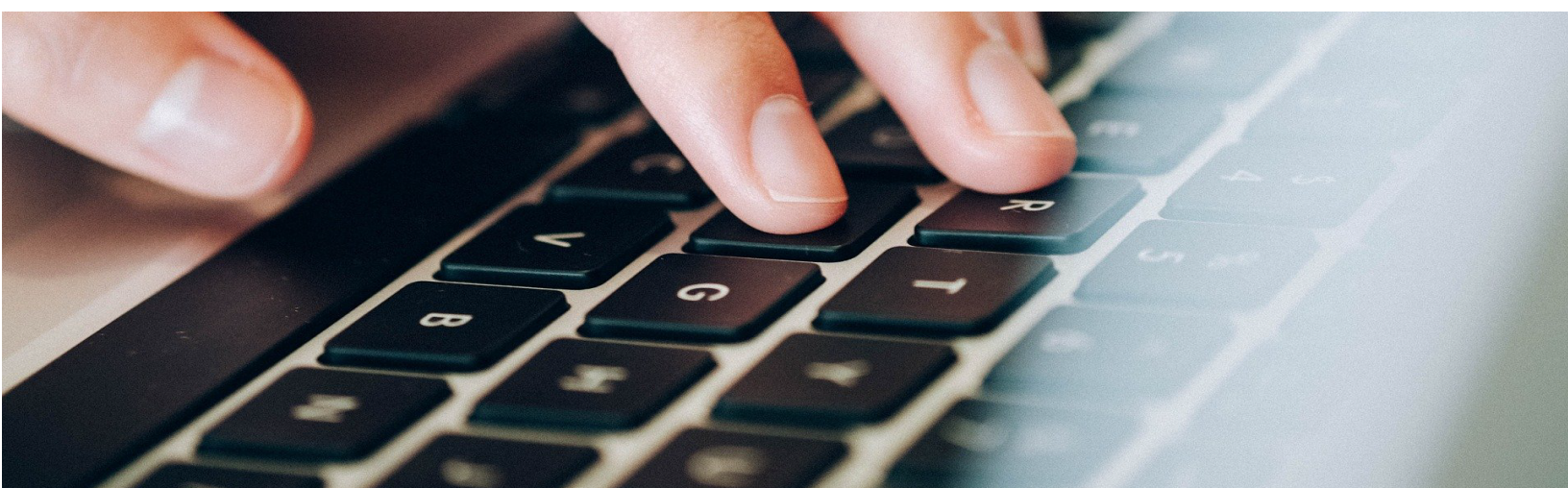
Add Filter on Selected Field

**Ctrl + Enter**

Change Focus From Filter Pane  
Back to List

**Ctrl + Alt + Shift + F3**

Reset Filters



# Tips and Tricks

## Search:

Search looks at visible columns and it is not case sensitive.

## Filtering:

Filtering looks at all fields and it is case sensitive.

## Saving Filters:

Filters can be permanently saved as a view and can include expressions such as ranges.

### Filtering Tokens:

E.g. %mycustomers looks for customers in the My Customers page on your Role Center.

### Calculated data tokens:

You can use expressions to add/subtract days/weeks/month/years. E.g. -1Y means a year ago.

### Combined format expressions:

You can combine these filter characters. E.g. 5599|8100..8490 includes any records with the number 5599 or a number from the interval 8100 through 8490.

## Filtering can be adjusted by using powerful filter characters. Some of them are:



Case-insensitive

E.g. @man looks for text that matches man and is not case-sensitive



One Unknown Character

E.g. Hans?n looks for text such as Hansen or Hanson



An Exact Character Match

E.g. 'man' looks for an exact character match



Not equal to

E.g. <>0 looks for all numbers except 0



Indefinite Unknown Characters

E.g. \*Co\* looks for text that contains "Co" and is case-sensitive



Either/or

E.g. 1200|1300 looks for numbers with 1200 or 1300



Interval

E.g. 22..24 looks for the dates from the 22nd to the 24th of the current calendar month; P8.. looks for information for accounting period 8 and thereafter



## Entering Data - Keyboard Shortcuts

F8

Copy from the cell above

Enter / Shift + Enter

Go to next/previous Quick Entry field

Ctrl + Shift + Enter

Go to next Quick Entry field outside a list

Ctrl + Insert

Insert a new line in documents

Ctrl + Delete

Delete the line in documents, journals, and worksheets

Ctrl + Shift + F12 (📄)

Toggle Focus Mode

F6

Move to the next FastTab or part

Shift + F6

Move to the previous FastTab or part (sub-page)

Alt + F6

Toggle collapse/expand for the current field group (FactBox)



# Tips and Tricks

## Autosaving

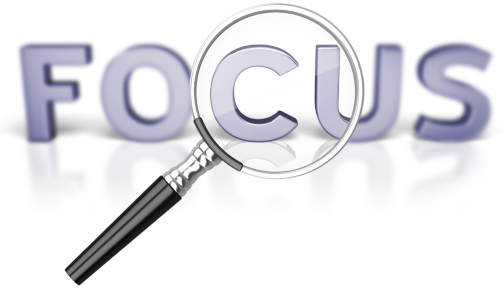
Data is automatically saved and the autosave indicator shows the state of the card.

## Focus Mode

For a better view of document lines, use focus mode. This will maximize the line items part on a document page.

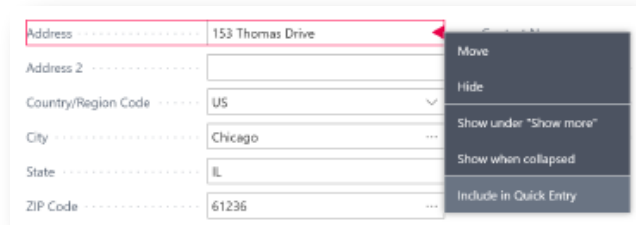
## Calculator in numeric fields

You can enter a formula instead of the sum quantity.. E.g. If you enter 19+19, the field is calculated to 38.



## Quick Entry

Quick Entry allows you to use the Enter key to navigate through only those fields that you need. Select personalize (⚙️) to change this.



## Columns can be resized; Double-click to AutoFit

Quick Entry allows you to use the Enter key to navigate through only those fields that you need. Select personalize to change this.

Description	Type	Quantity on Hand	Subst... Exist	Assembly BOM	Base Unit of Measure
ATHENS Desk	Inventory	4	No	No	PCS
PARIS Guest Cha...	Inventory	0	No	No	PCS
ATHENS Mobile	Inventory	5	No	No	PCS

## There are various ways to enter dates, times, and duration:

“w” & “t”

“w” specifies the work date and “t” the today’s date. Other examples are “tu” which stands for Tuesday and P1 for the first accounting period.

## Regional settings

Note that how you enter dates and times depends on your Region settings. E.g. 1210 means 12th of October in Europe but 10th of December in the United States.

