Perspective Shortcut Keys Reference Sheet: Default Key Combinations

Global

Navigation Mode	Ctrl + N
Ribbon Menus*	Alt/F10

Navigation Keys

Go to Data Forms	D
Go to Reports	R
Go to Dispatching	L
Go to Dashboard	H
Go to Analysis Expert	E
Go to Gateway	G
Go to Administration	M
Go to Activities	A
Go to Incidents	I
Go to Cases	C
Go to Items	S
Go to Persons	P
Go to Organizations	O
Go to Vehicles	V
List All Records	W
Open Quick View	Q
Show Saved Views	K
Focus on List Pane	F

Navigation Keys (cont.)

Hide List Pane	Y
Change Password	1
Exit Perspective	2
Admin Help	8
User Help	9
Toggle Navigation Pane	3
Logoff	4
Settings	5
Quick Find	6
Open Visual Analysis	7
About Perspective	0
Hide Ribbon Menu	Minus
View Legal Notice	F3
View Privacy Policy	F2
Go to Client Site	F5
Maps	F6

Record Details

Save	Ctrl + S
Edit	Ctrl + E
Merge	Ctrl + U
Add From Source	Ctrl + G
Delete	Ctrl + Minus
Add	Ctrl + Plus
Cancel	Ctrl + K
Create Incident	Ctrl + I
Lock/Unlock	Ctrl + L
Print	Ctrl + P
Send	Ctrl + M
View Record Audit Info	Ctrl + D
Focus on Details Tabs	Ctrl + F
Back to List Pane	Ctrl + B

Analyze and Report

Reports	Ctrl + R
Queries	Ctrl + Q
Custom Reports	Ctrl + E

List Pane

Select Top Record	Ctrl + T
Print List	Ctrl + P
Sort List	Ctrl + O
Next Page	Ctrl + Right Arrow
Last Page	Ctrl + Down Arrow
Previous Page	Ctrl + Left Arrow
First Page	Ctrl + Up Arrow
Jump to Page	Ctrl + 1
Focus on Selected Record	Ctrl + L
Add*	Ctrl + Plus
Edit*	Ctrl + E
Focus on Details Tabs*	Ctrl + F
Delete*	Ctrl + Minus

Controls

Link Record: Open List	Ctrl + W
Link Record: Quick View	Ctrl + Q
Large Text Field: Spell Check	Ctrl + Q
URL Field: Open URL	Ctrl + Q
Interview: Toggle Fields	Ctrl + F

* Not configurable or must be set in another section.