# General functions
## Keyboard shortcuts

**Ctrl+F1**
Business Central Help

**Alt+T**
My Settings

**Alt+Q** (🔍)
Open Tell Me

**F5**
Refresh data

**Shift+F12** (☰)
Role Explorer

**Alt+N** (+)
Create a new record

**Alt+Shift+N**
Close a newly created record and create a new one

**Alt+Shift+W** (↗)
Pop-out a page to a separate window

**Ctrl+Alt+F1**
Inspect page and data

**Alt+O**
Add a new note for the selected record

**Alt+F2** (ⓘ)
Toggle FactBox area

**Ctrl+F12** (↗)
Switch between slim/wide page

# 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

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# 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.

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**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

**\*    Indefinite unknown characters**

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

**<>    Not equal to**

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

**|    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

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**Filter tokens:**

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

**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.

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# 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)

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## 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 maximise 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 personalise (⚙) to change this.

| Address | 153 Thomas Drive |
| Address 2 | |
| Country/Region Code | US |
| City | Chicago |
| State | IL |
| ZIP Code | 61236 |

Move
Hide
Show under "Show more"
Show when collapsed
Include in Quick Entry

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

| Description | Type | Quantity on Hand | Substi... 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.

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