



General functions

Keyboard shortcuts

Ctrl+F1 Business Central Help	Shift+F12 (≡) Role Explorer	Ctrl+Alt+F1 Inspect page and data
Alt+T My Settings	Alt+N (+) Create a new record	Alt+O Add a new note for the selected record
Alt+Q (🔍) Open Tell Me	Alt+Shift+N Close a newly created record and create a new one	Alt+F2 (ⓘ) Toggle FactBox area
F5 Refresh data	Alt+Shift+W (🖱️) Pop-out a page to a separate window	Ctrl+F12 (↗️) Switch between slim/wide page

Data in lists

Keyboard shortcuts

Alt+F7 Sort column in asc/desc order	Ctrl+Shift+F3 Toggle filter pane; focus on totals filters	Ctrl+Enter Change focus from filter pane back to list
Shift+F3 (🔍) Toggle filter pane; focus on data filters	F3 (🔍) Toggle the search box	Ctrl+Alt+Shift+F3 Reset filters
Alt+F3 Filter on selected cell value	Shift+Alt+F3 Add filter on selected field	

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	.. An exact character match E.g. 'man' looks for an exact character match	 Either/or E.g. 1200 1300 looks for numbers with 1200 or 1300
? One unknown character E.g. Hans?n looks for text such as Hansen or Hanson	* Indefinite unknown characters E.g. *Co* looks for text that contains "Co" and is case-sensitive	.. 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
	<> Not equal to E.g. <>0 looks for all numbers except 0	

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)

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.

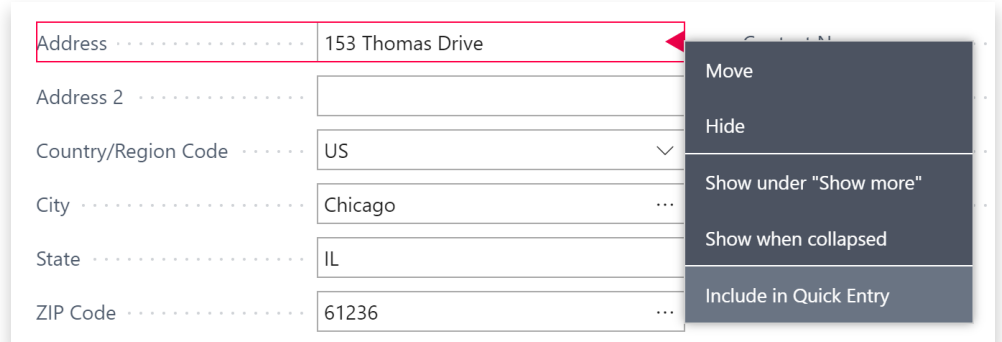
Calculator in numeric fields

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.



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.