



## General functions

### Keyboard shortcuts

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

## Data in lists

### Keyboard shortcuts

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

## Tips and tricks

<b>Search:</b> Search looks at visible columns and it is not case-sensitive.	<b>Filtering:</b> Filtering looks at all fields and it is case-sensitive.	<b>Saving filters:</b> 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:

<b>@</b> Case-insensitive E.g. <b>@man</b> looks for text that matches man and is not case-sensitive	<b>..</b> An exact character match E.g. <b>'man'</b> looks for an exact character match	<b> </b> Either/or E.g. <b>1200 1300</b> looks for numbers with 1200 or 1300
<b>?</b> One unknown character E.g. <b>Hans?n</b> looks for text such as Hansen or Hanson	<b>*</b> Indefinite unknown characters E.g. <b>*Co*</b> looks for text that contains "Co" and is case-sensitive	<b>..</b> Interval E.g. <b>22..24</b> looks for the dates from the 22nd to the 24th of the current calendar month; <b>P8..</b> looks for information for accounting period 8 and thereafter
	<b>&lt;&gt;</b> Not equal to E.g. <b>&lt;&gt;0</b> looks for all numbers except 0	

<b>Filter tokens:</b> E.g. <b>%mycustomers</b> looks for customers in the <b>My Customers</b> page on your Role Center.	<b>Calculated data tokens:</b> You can use expressions to add/subtract days/weeks/month/years. E.g. <b>-1Y</b> means a year ago.	<b>Combined format expressions:</b> You can combine these filter characters. E.g. <b>5599 8100..8490</b> 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 maximize the line items part on a document page.

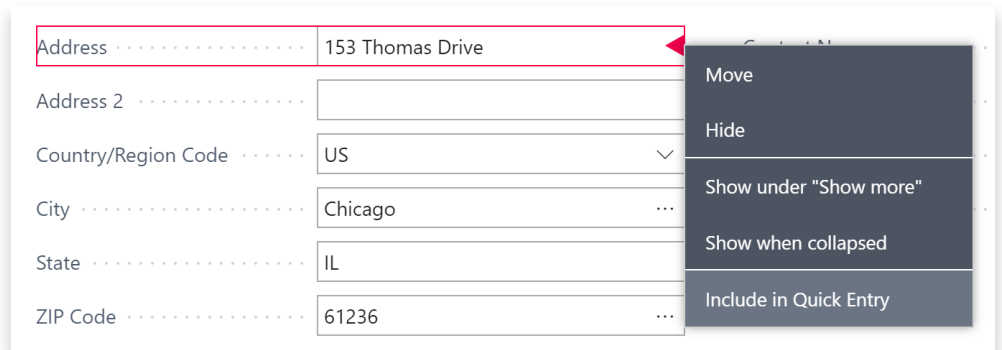
### Calculator in numeric fields

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.



The screenshot shows a form with several fields: Address (153 Thomas Drive), Address 2, Country/Region Code (US), City (Chicago), State (IL), and ZIP Code (61236). A context menu is open over the Address field, showing options: Move, Hide, Show under "Show more", Show when collapsed, and 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.