



## 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

### 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 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

### Filter 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.



## 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.

Address .....	153 Thomas Drive	<div>Move</div> <div>Hide</div> <div>Show under "Show more"</div> <div>Show when collapsed</div> <div>Include in Quick Entry</div>
Address 2 .....		
Country/Region Code .....	US	
City .....	Chicago	
State .....	IL	
ZIP Code .....	61236	

### 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.