Clarizen cheat sheet

General

Shift + ?	Opens the Keyboard Shortcuts List popup
Alt + N	Opens the Navigation panel
Alt + H	Navigates to your homepage
Esc	(during drag-drop) Cancels a drag & drop action

Navigation Panel

Esc	Closes the Navigation panel (selected module stay in focus for when the Navigation panel is next opened)
Enter	(if sub menu items available) Opens the sub items menu
Enter	(if no sub menu items available) Navigate to the selected sub Item page
Down arrow	Move down (in a loop) to the next action item
Up arrow	Move up (in a loop) to the next action item
Left arrow	Open sub menu if available
Right arrow	Close sub menu if in focus

Navigation Panel 'Type-ahead' Search

Esc	(Search input not in focus or with no value) Closes the Navigation panel
Esc	(Search input with no value and in focus) clears the value (and search results) and keeps the Navigator panel open
Enter	Search input in focus
Enter	(Search box has no value) Closes Navigation panel, Returns to Main view
Enter	(when characters present in the search box) Closes Navigation panel, Redirects Main page to search results, and Performs search in the Main page
Enter	(when characters present in the search box) Focus on type ahead result - drills-down to the selected object
Down arrow	Move down (in a loop) in the type ahead results (if available)
Up arrow	Move up (in a loop) in the type ahead results (if available)

Team Panel

Up arrow	Selects the User above
Down arrow	Selects the User below

Main Grid

Enter	If only one cell is selected, opens the popup editor of the selected cell and selects the content (if exists)
Enter	If no cell or more than one cell are selected, does nothing
F2	If editor is opened selects the content if exists
Alt + Page Up	Get the previous page in the grid
Alt + Page Down	Get the next page in the grid
Up arrow / Down arrow	Moves one cell up or down and sets the new cell as selected (The new selected cell needs to be visible and the entire row highlighted)
Tab or Right arrow	Moves the selected cell one cell to the right (the new selected cell needs to be visible and the entire row highlighted)
Shift + Tab or Left arrow	Moves the selected cell one cell to the left (the new selected cell needs to be visible and the entire row highlighted)
[A - Z]	(start typing) Opens the editor of the selected field (if applicable) and initiates data entry

Specific Action

Ctrl + C	Copy (selected cell or rows)
Ctrl + V	Paste (selected cells or rows)

Ctrl + X	Cut (selected cells or rows)
Insert	Inserts a task in the WBS in its correct hierarchy
Del	Deletes the entire line
Ctrl + F2	Creates new predecessor (silent; no popup message occurs as with Clarizen 5.4 and earlier versions)
Ctrl + Shift + F2	Removes dependencies
Alt + Shift + Left arrow	Removes an indentation
Alt + Shift + Right arrow	Adds an indentation
Alt + Shift + +	Expands
Alt + Shift + -	Collapses
Ctrl + R	Refreshes the data inside the grid
Alt + A	Adds a selection in relevant context (only when "only one" is available)

Pop-up Editor

Enter	Adds a new line when the cursor is in a multi-line text box
Enter	Action on any selected object-simulates an OK or Save mouse click (DEFAULT)
Ctrl + Enter	Saves (like ENTER for text box purposes)
Shift + Enter	Saves and creates New (where applicable)
Shift + Enter	When New is not available, closes the popup
Esc	Simulates Cancel mouse click
Tab	Moves focus between controls in the editor
Shift + Tab	Moves focus between controls in an editor (reverse order)
[A - Z]	(start typing) Opens the editor of a selected field (if applicable) and initiates data entry
Backspace	When selecting a reference to an object field, the content is highlighted and BACKSPACE

	deletes the entire content
Backspace	When in the middle of typing, delete the previous character (reference and list editor)
Backspace	When getting to the previous object (in multi select), first BACKSPACE selects the object and a further BACKSPACE deletes it

Item Editor

Enter	Adds a new line when the cursor is in a multi-line text box
Enter	Action on any selected object-simulates an OK or Save mouse click (DEFAULT)
Ctrl + Enter	Saves (like enter - for text box purposes)
Shift + Enter	Saves and adds New (where applicable)
Shift + Enter	When New is not available, closes the popup
Esc	Simulates Cancel mouse click
Tab	Move focus between controls in the editor

Calendar

Right arrow	Moves the selected cell one cell to the right in days for days, work week, week and month views
Left arrow	Same as above in reverse direction
Up arrow / Down arrow	Moves one cell up or down and sets the new cell as selected in days for days, work week, week, and month views
Page Up	Move focus to the next timeframe for days, work week, week and month views
Page Down	Same as above in reverse direction

Maximize Mode (Panel expanded)

Esc	Closes the popup

Other Popup

Tab	Moves between the input fields
Shift + Tab	Moves between the input fields(reverse direction)
Enter	Adds a new line when the cursor is in a multi-line text box
Ctrl + Enter	Performs relevant action if the focus is on a button (OK, Cancel, Done, etc.)
Ctrl + Enter	If no button is in focus, performs the action of the DEFAULT button
Esc	Simulates Cancel (closes without saving) in multiple button popup
Esc	Simulates the one button (Done) in a single button popup
Shift + Enter	Saves and adds New if applicable (same as ENTER if not)
[A - Z]	(start typing) Opens editor of selected field (if applicable) and initiates data entry

Range Filter

Tab	Moves between the input fields
Shift + Tab	Moves between the input fields (reverse direction)
Enter	Performs relevant action if the focus is on a button (OK, Cancel, Today etc.)
Enter	If no button is in focus, performs the action of the DEFAULT button
Esc	Simulates Cancel (closes without saving)
Left arrow / Right arrow	Moves between dates
Space	Makes selection (date in calendar)

Global Filter Pane

Tab	Moves between the input fields
Shift + Tab	Moves between the input fields

(reverse direction)

Enter	Performs relevant action if the focus is on a button (OK, Cancel etc.)
Enter	If no button is in focus, performs the action of the DEFAULT button
Esc	In the textual search - removes the text and the filter
Esc	If the filter popup is open - simulates Cancel (closes without saving)
Space	Makes selection (where applicable, as in checkboxes etc.)
Down arrow	When the cursor is in module type ahead search - opens the Global filter

Social

Enter	Adds new line in the message
Ctrl + Enter	Sends a post
@	Links Users or Groups to a Discussion
#	Links Items to a Discussion

Miscellaneous

Enter or Tab or Space	When running type ahead, searches on reference to object or relation fields or filters, ENTER/TAB selects the first object from the dropdown menu
Alt + S or Ctrl + Enter	Sends email in the email popup window
Ctrl + Enter or Shift + Enter	Saves note

Source: Clarizen

Last modification: 06.09.2021 11:16:11

More information: *defkey.com/az/clarizen-shortcuts*

Customize this PDF...