



WorkZone Client raccourcis clavier

General

Ctrl + S	Save
Ctrl + Maj + S	(Detail ribbon) Save
Ctrl + R	Refresh
Ctrl + Maj + R	(Detail ribbon) Refresh
Ctrl + Maj + N	Add item to a list
Échap	Cancel (in dialog boxes only)
Ctrl + Maj + F	Create a new case search
Ctrl + Maj + D	Create a new document search
Ctrl + Maj + C	Create a new contact search
Ctrl + Entrée	Perform a search
Flèche droite ou Entrée	Expand list for selected item (if available)
Flèche gauche	Collapse list for selected item (if available)

Navigate between areas

Alt + Q	Activate area selection for keyboard navigation
Échap ou Clic gauche	Deactivate area selection for keyboard navigation
numrow ou Lettres	Press a number or a letter of an area in which you want to navigate
Tab	Move forward between fields in the selected area
Maj + Tab	Move backward between fields in the selected area
Ctrl + Flèche droite	Select next area on the page. If you have not selected any area yet, the first area on the page will be selected
Ctrl + Flèche gauche	Select previous area on the page. If you have not selected any area yet, the last area on the page will be selected

Navigate in an area

Flèche vers le haut / Flèche vers le bas	Toggle between vertically aligned items in the selected area
Flèche gauche /	Expand / collapse a hierarchy

Flèche droite

Entrée	Activate selected button or item
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Navigate in lists

Flèche vers le bas	Select next list item
Flèche vers le haut	Select previous list item
Pg Suiv	Display the next page of the list
Pg Préc	Display the previous page of the list
Entrée	Open the selected list item in a new tab
P	Display/hide the preview panel for the selected list item
Ctrl + A	Select/deselect all list items on current page
Debut	Select the first list item on current page
End	Select the last list item on current page
Ctrl + Flèche vers le bas	Highlight next list item. Already selected list items remain selected
Ctrl + Flèche vers le haut	Highlight previous list item. Already selected list items remain selected
Ctrl + Espace	Select highlighted list items
Ctrl + Debut	Select the first list item on the first page
Ctrl + End	Select the last list item on the last page
Maj + Flèche vers le bas	Select the next list item. Already selected list items remain selected
Maj + Flèche vers le haut	Select previous list item. Already selected list items remain selected
Ctrl + Maj + Flèche vers le bas	Extend selection to the bottommost selected list item (that is, selects all list items between the first and the last selection)
Ctrl + Maj + Flèche vers le haut	Extend selection to the topmost selected list item (that is, selects all list items between the first

and the last selection)

Navigate in dialog boxes

Alt + Q	Activate area selection for keyboard navigation
Tab	Move forward between fields or buttons in the selected area of a dialog box
Maj + Tab	Move backward between fields or buttons in the selected area of a dialog box
Ctrl + Flèche droite	Select the next area on the page. If you have not selected any area yet, the first area in a dialog box will be selected
Ctrl + Flèche gauche	Select the previous area on the page. If you have not selected any area yet, the last area in a page will be selected
Ctrl + S	Save changes and close the dialog box (same as clicking Save)
Échap	When the focus is on the search form elements – close the dialog box
Échap	When the focus is on a list – close the dialog box
Échap	When the focus is on a list item – move focus to the list
Flèche vers le haut / Flèche vers le bas	(for fields containing selectable items) Open a drop-down list for current field

Add case/document/contact references dialog boxes

Ctrl + Maj + Flèche vers le bas	Display Advanced Search fields
Ctrl + Maj + Flèche vers le haut	Hide Advanced Search fields
Flèche vers le haut / Flèche vers le bas	(when focus is set on a list) Scroll up / down the list
Flèche vers le haut / Flèche vers le bas	(when focus is set on a list item) Move to the previous / next item

le bas	in a list
Entrée	(when the focus is set on the search form elements) Perform a search
Entrée	(when the focus is set on a list) Highlight the first item in a list
Entrée	(when the focus is set on a list item) Add this item to another list

Set a date

+	Add a date in the future
-	Add a date in the past
Y	Year
M	Month
W	Week
D	Day
H	Hour
M puis I	Minute
S	Second

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