Engagement CS cheat sheet

General

F1	View help on current field or option
Ctrl + F1	View overview help for the active window or dialog

Editing

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + W	Edit a custom fieldview
Ctrl + Z	Undo last change

Navigating and Special Functions

Ctrl + F	Find a record (based on the text you specify)
Ctrl + L	Search within a drop-down list for specific text or character string (Press CTRL + R to continue searching for the next instance of the character string.)
Ctrl + N	New document
Ctrl + O	Open engagement client
Ctrl + P	Print
Ctrl + Alt + R	New review note
Ctrl + S	Open the Sign Off dialog
F2	Save data and return to the previous window or dialog
F3	Open a context menu relevant to the selected dialog or field
F4	Open the drop-down list attached to current field
F5	Refresh display
Ctrl + F6	Move between open windows
F7	Display the popup calculator (from amount field only)
F9	Move to previous field
F10	Move to next field
End	Move to last character in current field
Enter	Press the default button

Esc	Close dialog without saving changes
Home	Move to first character of current field
Ctrl + Home	Move to first record in window or dialog (while in Browse mode)
Ctrl + End	Move to last record in window or dialog (while in Browse mode)
Tab	Move forward through fields or make selection from drop-down list
Ctrl + Tab	Move to next tabbed page
Ctrl + Shift + Tab	Move to previous tabbed page

From an MS Excel or MS Word workpaper opened from within Engagement CS

Ctrl + Alt + A	Insert "N/A" notation at the cursor position
Ctrl + Alt + G	Mark as procedure completed (inserts user initials and system date at the cursor position)
Ctrl + Alt + J	Insert a checkmark at the cursor position

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More information: *defkey.com/it/engagement-cs-shortcuts*

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