

CSM 2022.3 Client Suite cheat sheet

General

F1	Help
F2	Rename current item
F3	Show the legal values for a field
F4	Heads Up Display
F5	Refresh
F6	Display the current user's information
F7	Display the current user's configuration items
F8	Zooms the current field (if a large text field)
F10	Select Menu
Ctrl + C	Copy current text to the clipboard
Ctrl + D	Switch to the preferred culture.
Ctrl + K	Paste the text from the current field into Knowledge Search pane
Ctrl + L	Switch to the last culture you selected.
Ctrl + S	Save the current record
Ctrl + T	Toggle between form and list views
Ctrl + V	Paste text from the clipboard
Ctrl + W	Switch between the preferred culture and the last selected culture.
Ctrl + X	Cut current text to the clipboard
Ctrl + Y	Redo last operation that was undone
Ctrl + Z	Undo last operation
Alt + Down arrow	Open a combo-box
Alt + Down arrow	Move down in a list of records
Alt + Left arrow	Move back to previous location
Alt + Right arrow	Move forward
Alt + F1	... to F8: Select tab in the current form arrangement
Ctrl + F4	Go to home page
Ctrl + F5	Displays Self-Service settings (Self-Service setup must be configured on your machine and

you must be on a customer type that is set up to be exposed via Self-Service)

Ctrl + Scroll Zoom in/out in editors

Ctrl + Shift + E Email current customer

Ctrl + Shift + F Displays the grid filter for a selected grid column

Ctrl + Shift + K Paste the text from the current field into Knowledge Search pane and searches

Shift + Left click + Move the mouse Ignore snapping in an editor

Customizable shortcuts

Ctrl + Shift + I New Incident

Shift + Alt + C Go to Quick Search for customer

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More information: defkey.com/ja/cherwell-2022-3-client-suite-shortcuts

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