WorkZone Client cheat sheet

General

Ctrl + S	Save
Ctrl + Shift + S	(Detail ribbon) Save
Ctrl + R	Refresh
Ctrl + Shift + R	(Detail ribbon) Refresh
Ctrl + Shift + N	Add item to a list
Esc	Cancel (in dialog boxes only)
Ctrl + Shift + F	Create a new case search
Ctrl + Shift + D	Create a new document search
Ctrl + Shift + C	Create a new contact search
Ctrl + Enter	Perform a search
Right arrow or Enter	Expand list for selected item (if available)
Left arrow	Collapse list for selected item (if available)

Navigate between areas

Alt + Q	Activate area selection for keyboard navigation
Esc or Left click	Deactivate area selection for keyboard navigation
numrow or Letter	Press a number or a letter of an area in which you want to navigate
Tab	Move forward between fields in the selected area
Shift + Tab	Move backward between fields in the selected area
Ctrl + Right arrow	Select next area on the page. If you have not selected any area yet, the first area on the page will be selected
Ctrl + Left arrow	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

Up arrow / Down arrow	Toggle between vertically aligned items in the selected area
Left arrow / Right arrow	Expand / collapse a hierarchy
Enter	Activate selected button or item

Navigate in lists

Down arrow	Select next list item
Up arrow	Select previous list item
Page Down	Display the next page of the list
Page Up	Display the previous page of the list
Enter	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
Home	Select the first list item on current page
End	Select the last list item on current page
Ctrl + Down arrow	Highlight next list item. Already selected list items remain selected
Ctrl + Up arrow	Highlight previous list item. Already selected list items remain selected
Ctrl + Space	Select highlighted list items
Ctrl + Home	Select the first list item on the first page
Ctrl + End	Select the last list item on the last page
Shift + Down arrow	Select the next list item. Already selected list items remain selected
Shift + Up arrow	Select previous list item. Already selected list items remain selected
Ctrl + Shift + Down arrow	Extend selection to the bottommost selected list item (that is, selects all list items between the first and the last selection)
Ctrl + Shift + Up arrow	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
Shift + Tab	Move backward between fields or buttons in the selected area of a dialog box
Ctrl + Right arrow	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 + Left arrow	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)
Esc	When the focus is on the search form elements – close the dialog box
Esc	When the focus is on a list – close the dialog box
Esc	When the focus in on a list item – move focus to the list
Up arrow / Down arrow	(for fields containing selectable items) Open a drop-down list for current field

Add case/document/contact references dialog boxes

Ctrl + Shift + Down arrow	Display Advanced Search fields
Ctrl + Shift + Up arrow	Hide Advanced Search fields
Up arrow / Down arrow	(when focus is set on a list) Scroll up / down the list
Up arrow / Down arrow	(when focus is set on a list item) Move to the previous / next item in a list
Enter	(when the focus is set on the search form elements) Perform a search
Enter	(when the focus is set on a list) Highlight the first item in a list
Enter	(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 then I	Minute
S	Second

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More information: *defkey.com/workzone-client-shortcuts*

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