

# PlainSail Shortcut Keys

PlainSail has some predefined shortcut keys which can make it easier to navigate through the screens without using the menu items and screen buttons. There are some standard ones that are used on screens where they are appropriate and there are others that more specific and may relate to just one or two screens. The two lists are shown below.

## Standard Shortcut Keys

Shortcut	Description
Escape	Cancel
Ctrl+S	Save
Ctrl+N	New (Same as Add)
Ctrl+A	Add (Same as New)
Ctrl++ (plus symbol)	Add
F5	Refresh screen or list
F1	Help (screen hints)

## Screen-specific keys

Shortcut	Description
<b>Main Window</b>	
Ctrl+L	Show Locations
Ctrl+F	Show Search (on screens that have a Search function)
F1	Show Hints
F12	Toggle Notification Centre
Ctrl+T	Toggle Create Time Record
Ctrl+H	Clear selected entity and show Search
Ctrl+Shift+H	Clear selected entity, show Search, and go to Entities Profile tab
Ctrl+Shift+D	Dashboard tab
Ctrl+0	Dashboard tab
Ctrl+1	Profile tab
Ctrl+2	Entities tab
Ctrl+3	Billing tab
Ctrl+4	Inventories tab
Ctrl+5	Documents tab
Ctrl+6	Bookkeeping tab
Ctrl+7	Payments tab
Ctrl+8	Reports tab
Ctrl+9	Admin tab
<b>WIP Screen</b>	
Ctrl+A	Toggle Selection
Ctrl+Enter	Finalise Selected Wip
<b>Trial Balance Screen</b>	
F2	Show Options Sidebar
<b>Manual Journal (Batch Edit) Screen: Transaction edit panel</b>	
Ctrl+S	Save transaction
Ctrl+D	Toggle dual input
Escape	Discard changes
F2	Copy last transaction

F3	Create opposite of last transaction
F4	Calculate source amount from book amount (FX only). Move your cursor out of the book amount box first so that the change is picked up, then press F4.
<b>Manual Journal (Batch Edit) Screen: Transaction list panel</b>	
Select one or more transactions and right-click to see context menu	
Ctrl+E	Edit selected transaction
Ctrl+C	Copy selected transaction
Ctrl+O	Create opposite of selected transaction
Ctrl+T	Split selected transaction
Ctrl+P	Apply scenario to selected transaction
<b>Transaction Rules Screen</b>	
Ctrl+A	Create Rule
Ctrl+E	Test Transaction Rule
Ctrl+R	Test Rule
<b>Client Inventories Screen</b>	
Ctrl+P	Show all inventories in a popout
<b>Client Bank Accounts Screen</b>	
Ctrl+E	Edit Bank Account
<b>Client Accounting Screen</b>	
Ctrl+Q	Post Quoted Investment Trade
<b>Client Screen</b>	
Ctrl+B	Toggle Side Bar
Ctrl+D	Toggle Favourite
Ctrl+V	Trial Balance
<b>Client Manage Screen</b>	
Ctrl+D	View Debts
<b>Client Debts Screen</b>	
Ctrl+R	Post Repayment
Ctrl+E	Edit Debt
Ctrl+P	Print Debt
<b>Document Library Screen</b>	
F2	Rename Document
Ctrl+Delete	Delete Selected Documents
Ctrl+Enter	View Document
Ctrl+Y	Copy To Filing Tray
Ctrl+C	Copy Document
Ctrl+E	Email Document
<b>Multi-client Document Library Screen</b>	
F9	Select Entities
<b>Document Scan Inbox Screen</b>	
Ctrl+Delete	Delete Uploaded
Ctrl+U	Upload
Ctrl+E	Open Local Folder
<b>Pending Payments Screen</b>	
Ctrl+E	Show Entities
<b>General Ledger Report Screen</b>	
Ctrl+E	Select Entities
Ctrl+O	Include Older
Ctrl+B	Show Difference

Ctrl+L	Select Ledgers
Ctrl+D	Select Dates
Ctrl+Enter	Run Report
Ctrl+P	Print
<b>User Profile Screen</b>	
Ctrl+E	Show My Settings