



## Short Cuts - Records and transactions

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**During initial navigation training, my delegates have great fun getting to grips with the shortcuts. But what makes me happy is that when I come back to the site weeks, months, or years later, they not only have remembered them but use them every day.**

**Looking to save time by using your keyboard instead of the mouse? Try these shortcuts to create, navigate, save, or cancel a transaction.**

In today's fast-paced digital environment, efficiency is key, and mastering keyboard shortcuts can significantly enhance your productivity. As you become more accustomed to these shortcuts, you will likely find that your overall productivity increases, allowing you to focus more on the tasks that truly matter.

### KEY STROKE Description

ALT + S      Save this record or transaction

ALT + Q      Cancel

ALT + W      

- Save this record and start a new one
- Post this transaction and start a new one

ALT + K      Go back from an error page

Tab            Move to the next field

Shift + Tab    Move to the previous field

Spacebar      Select or clear a checkbox

ALT + D +  
Enter          Open a new browser window so you can work in more than one page at a time