aACE Key Commands

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To navigate more quickly in aACE, you can use these key commands.

Note: For PC workstations, replace Cmd with Ctrl and replace Opt with Alt.

File Commands

New Window	Cmd-Opt-N
Open	Cmd-O
Open Remote	Cmd-Shift-O
Open Recent	(Select recent file from submenu)
Close / Log Out	Cmd-W
New Record	Cmd-N
Edit Record	Cmd-E
Delete Record	Cmd-Del
Print (current view)	Cmd-P
Save Record	Cmd-S
Revert to Saved	Cmd-R
Compose Email / Email PDF	Cmd-I
Open Call Dialog	Cmd-U
aACE Main Menu	Cmd-Shift-M

Go Commands

Prev Record	Cmd-Up
Next Record	Cmd-Down
Go to Record	Cmd-G
First Record	Cmd-Opt-Up

Last Record	Cmd-Opt-Down
Parent Record	Cmd-Shift-Up
Previous View	Cmd-Shift-Left
Next View	Cmd-Shift-Right
Advanced Search	Cmd-F
Documents	Cmd-Shift-D
Tasks	Cmd-Shift-T
Notices	Cmd-Shift-N
Lists	Cmd-Shift-L
View Log	Cmd-L

Search Commands

Search Within List	Cmd-Opt-F
Search Including List	Cmd-Shift-F
Find All Records	Cmd-J
Omit Record	Cmd-T
Omit Multiple Records…	Cmd-Opt-T

Advanced Search Commands

Add New Request	Cmd-N
Duplicate Request	Cmd-D
Delete Request	Cmd-Del
Go to Request	(Select request from submenu)
Saved Finds	(Select find from submenu)
Cancel Find	Esc