



General functions

Keyboard shortcuts

Ctrl+F1 Business Central Help	Shift+F12 (≡) Role Explorer	Ctrl+Alt+F1 Inspect page and data
Alt+T My Settings	Alt+N (+) Create a new record	Alt+O Add a new note for the selected record
Alt+Q (🔍) Open Tell Me	Alt+Shift+N Close a newly created record and create a new one	Alt+F2 (i) Toggle FactBox area
F5 Refresh data	Alt+Shift+W (🖥️) Pop-out a page to a separate window	Ctrl+F12 (↗️) Switch between slim/wide page

Data in lists

Keyboard shortcuts

Alt+F7 Sort column in asc/desc order	Ctrl+Shift+F3 Toggle filter pane; focus on totals filters	Ctrl+Enter Change focus from filter pane back to list
Shift+F3 (🔍) Toggle filter pane; focus on data filters	F3 (🔍) Toggle the search box	Ctrl+Alt+Shift+F3 Reset filters
Alt+F3 Filter on selected cell value	Shift+Alt+F3 Add filter on selected field	

Tips and tricks

Search:

Search looks at visible columns and it is not case-sensitive.

Filtering:

Filtering looks at all fields and it is case-sensitive.

Saving filters:

Filters can be permanently saved as a view and can include expressions such as ranges.

Filtering can be adjusted by using powerful filter characters. Some of them are:

- @** Case-insensitive
E.g. **@man** looks for text that matches man and is not case-sensitive
- ?** One unknown character
E.g. **Hans?n** looks for text such as Hansen or Hanson

- ..** An exact character match
E.g. **'man'** looks for an exact character match

- *** Indefinite unknown characters
E.g. ***Co*** looks for text that contains "Co" and is case-sensitive

- <>** Not equal to
E.g. **<>0** looks for all numbers except 0

- |** Either/or
E.g. **1200|1300** looks for numbers with 1200 or 1300

- ..** Interval
E.g. **22..24** looks for the dates from the 22nd to the 24th of the current calendar month; **P8..** looks for information for accounting period 8 and thereafter

Filter tokens:

E.g. **%mycustomers** looks for customers in the **My Customers** page on your Role Center.

Calculated data tokens:

You can use expressions to add/subtract days/weeks/month/years. E.g. **-1Y** means a year ago.

Combined format expressions:

You can combine these filter characters. E.g. **5599|8100..8490** includes any records with the number 5599 or a number from the interval 8100 through 8490.



Entering Data

Keyboard shortcuts

- F8**

Copy from the cell above
- Enter/Shift+Enter**

Go to next/previous Quick Entry field
- Ctrl+Shift+Enter**

Go to next Quick Entry field outside a list
- Ctrl+Insert**

Insert a new line in documents
- Ctrl+Delete**

Delete the line in documents, journals, and worksheets
- Ctrl+Shift+F12 (📄)**

Toggle Focus Mode
- F6**

Move to the next FastTab or part
- Shift+F6**

Move to the previous FastTab or part (sub-page)
- Alt+F6**

Toggle collapse/expand for the current field group (FactBox)

Tips and tricks

- Autosaving**

Data is automatically saved and the autosave indicator shows the state of the card.
- Focus Mode (📄)**

For a better view of document lines, use focus mode. This will maximize the line items part on a document page.
- Calculator in numeric fields**

You can enter a formula instead of the sum quantity.. E.g. If you enter **19+19**, the field is calculated to 38.

Quick Entry

Quick Entry allows you to use the Enter key to navigate through only those fields that you need.

Select personalize (⚙️) to change this.

Address	153 Thomas Drive	Move Hide Show under "Show more" Show when collapsed Include in Quick Entry
Address 2		
Country/Region Code	US	
City	Chicago	
State	IL	
ZIP Code	61236	

Columns can be resized; Double-click to AutoFit

Description	Type	Quantity on Hand	Substi... Exist	< > Assembly BOM	Base Unit of Measure
⋮ ATHENS Desk	Inventory	4	No	No	PCS
PARIS Guest Cha...	Inventory	0	No	No	PCS
ATHENS Mobile	Inventory	5	No	No	PCS

- There are various ways to enter dates, times, and duration:**

"w" & "t"

"w" specifies the work date and "t" the today's date. Other examples are **"tu"** which stands for Tuesday and **P1** for the first accounting period.
- Regional settings**

Note that how you enter dates and times depends on your Region settings. E.g. **1210** means 12th of October in Europe but 10th of December in the United States.