# Navigating Viewpoint V6

Keyboard Shortcuts

# Table of Contents

# About this Course

---

## Course Description

Welcome to the *Viewpoint Navigation* course!

This course will provide you with the fundamental navigation knowledge and skills necessary to work within the Viewpoint system.

## Course Objectives

After completing this course you will have a better understanding of how to navigate within Viewpoint.

## After completing this lesson, you will:

- Know some handy keyboard shortcuts that will allow you to keep your hands on the keyboard and away from the mouse.

# Keyboard Shortcuts

Keyboard shortcuts help you with data entry by keeping your hands on the keyboard instead of moving to and from the mouse.

## Shortcut Keys

Viewpoint has a number of shortcut keys, defined as follows:

- **[Ctrl+C]** Copy currently selected data from a field or grid cell.

- **[Ctrl+V]** Paste copied or cut data from the previously selected field or grid cell.

- **[Ctrl+Shift+C]** Copy data from the entire selected row.

- **[Ctrl+Shift+V]** Paste data from the previously selected row.

- **[Ctrl+H]** Move to first record.

- **[Ctrl+J]** Move to previous record.

- **[Ctrl+K]** Move to the next record.

- **[Ctrl+L]** Move to the last record.

- **[Ctrl+S]** Save record.

- **[Ctrl+X]** Cut data, removes currently selected data from a field or grid cell.

## Page up/Page Down

The [Page Up] and [Page Down] keys can be used to move through records or as an alternative 'save' function for existing records, depending on what form you are in and what you are doing.

**Single-Level Forms**

- When adding a record, pressing [Page Up] or [Page Down] saves the record and returns you to the sequence field.
- When changing a record, pressing [Page Up] saves the record and moves you to the previous record in the batch, with the cursor focus in the same input.
- When changing a record, pressing [Page Down] saves the record and moves you to the next record in the batch, with the cursor focus in the same input.

**Header/Detail Forms**

- When adding a new header record, pressing [Page Up] saves the record and returns you to the header sequence field.
- When changing a header record, pressing [Page Up] saves the record and moves you to the previous header in the batch, with the cursor focus in the same input.

- When either adding or changing a new header record, pressing [Page Down] saves the record and moves you to the detail sequence field.
- When adding or changing a detail record, pressing [Page Up] saves the record and moves you the header sequence field.
- When adding a new detail record, pressing [Page Down] saves the record and returns you to the detail sequence field.
- When changing a detail record, pressing [Page Down] saves the record and moves you to the next detail record (for the same header record) in the batch, with the cursor focus in the same input.
- When moving between Header and Detail Grids:
  - Pressing [Ctrl+Page Up] moves you up to the header sequence field.
  - Pressing [Ctrl+Page Down] moves you down to the next detail record (for the same header record) in the batch.

## Date Field Shortcuts

While many of the date fields throughout the software automatically default the current date, in some cases the date will default from the previous entry or will not default a date at all. These defaults can be overridden. The following is a list shortcuts that can be used when entering/changing dates in Viewpoint:

- **[t]** – Today's date
- **[MMDD] –** Entering the month and day will cause the current year to default. For instance, if you enter 0515, the date will be 05/15/11.
- **[DD] –** Entering the day only will cause the current month and year to default. For instance, if you enter 15, the date will be 05/15/11.
- **[+]** – Increments the default date by 1 day
- **[+]+[Number]** – Increments the default date by the specified number of days.
- **[-]** – Decrements the default day by 1 day.
- **[-]+[Number]** – Decrements the default date by the specified number of days.

**NOTE:** Date field must be blank in order for this feature to work. If the field normally defaults a date, you can clear the existing date and enter the desired value (e.g. +5). The resulting value will be incremented or decremented based on the initial default.