

**List of Hot Keys and Access Keys**

**Description:**

Hot Keys are a set of keyboard shortcuts within the Gemini Financials. They are a set of one or more keys that, when utilized, performs a task or an immediate action. Access Keys are key combinations that move the user’s focus to a specified field on the current page. Below is a list of a few Hot and Access Keys.

Hot / Access Keys	Action
Alt + 1	Executes different buttons depending on the page type – Save button, Ok button, Search, or Add button
Alt + 2	Return to Search
Alt + 3	Next in List
Alt + 4	Previous in List
Alt + 5	Valid Lookup Values
Alt + 6	Related Links
Alt + 7	Insert Row in grid or scroll area
Alt + 8	Delete Row in grid or scroll area
Alt + 9	Brings the user to the help page
Alt + 0	Refreshes the page by invoking the Refresh button
Alt + .	Next set of rows in grid or scroll area
Alt + ,	Previous set of rows in grid or scroll area
Alt + /	Find in grid or scroll area
Alt + ‘	View all in grid or scroll area
Alt + \	Toggle between Add and Update on the Search page
Alt + \ + enter	Brings the user to the Toolbar
Ctrl + J	System information
Ctrl + K	Keyboard information
Ctrl + Y	Expands or collapses menu pagelet
Ctrl + Z	Takes the user to the Search box of the menu. The Ctrl + Z combination will focus the user’s cursor onto the menuing system. From there, the user may use the Tab key (or Shift + Tab to reverse direction) to navigate through the menu hierarchy.
Ctrl + Tab	Advances the user from one field to the next
Enter	Invokes the following buttons when present: OK, Search, Lookup
Esc	Cancel