Keyboard Shortcuts for AMS360

Throughout **AMS360** you can use keystrokes in place of the mouse to perform certain functions. For example, instead of clicking the menu to open it and then clicking a selection, you can use the key or key combinations listed below.

AMS360 Center Navigation

You can use these shortcut keys on Center pages, and on a data entry form that opens within the Center page (not in a separate window). In **AMS360** v7.0, Customer Setup is the only form that opens directly on the Center page.

The following table lists the Center navigation shortcut keys as they function in Internet Explorer. If you are using a different browser, the function of some "F" keys (F1, F2, etc.) might be different. Consult the Help for your specific browser for more information.

AMS360 Center Keyboard Shortcuts

H	**AMS360** Help for the currently active page.
Esc	Cancel the current action.
Ctrl + S	Save.
Ctrl + Shift + S	Save and close.
Ctrl + . (period)	Move to the next section of a data entry form.
Ctrl + , (comma)	Move to the previous section of a data entry form.
Home	Select the first item on the Views menu (when in a center) or the first section in a data entry form.
End	Select the last item on the Views (in a center) or the last section of a data entry form.
PageDown Page Up	Scroll up or down within a page (same as dragging the vertical scroll bar).
Tab	Move the focus to the next element on the page (such as a data entry field, button, or menu item). Use Shift-Tab to move to the previous element.
Right-click a Center name	Open the center in a new browser tab. Any previously open browser tabs remain in the same place.
1	Access the Home Center.
2	Access the Customer Center.
3	Access the Bank Center.
4	Access the Broker Center.
5	Access the Company Center.
6	Access the Employee Center.
7	Access the Vendor Center.
8	Access the Administration Center.

Shortcut keys 1-8 are not applicable when the focus is in a text entry field.

AMS360 Center Keyboard Shortcuts

F1	Open Microsoft Internet Explorer Help.
F3 **Ctrl + F**	Open a search box so you can find a word or phrase on the current page.
F4	Open the list of addresses (URLs) you've typed in the browser address bar.
F5 **Ctrl + R**	Refresh the current page.
F10	Switch focus to the browser menu bar.
F11	Switch to full screen view. Press again to restore the original size.
Ctrl + N	Open the current entity (broker, bank, customer, etc.) and view in a new browser window. If you are in a data entry form, open the default view for the current entity.
Ctrl + P	Print the current page.
Ctrl + W	Close the current browser window. If you are in a data entry form with unsaved data, you are prompted to save or close without saving.
Ctrl + J	Jump focus to the sidebar (and vice versa).
Ctrl + T	Open a new tab in the browser window.
Esc	Cancel the current action, or exit. If you are in a data entry form with unsaved data, you are prompted to save your data.
Alt + left arrow **Alt + right arrow**	Move back/forward through previously viewed pages. Equivalent to the Back/Forward buttons on the browser toolbar. When using this key combination to move back to a page where you have entered information, you'll receive a message that the page has expired. Use the information in the message to redisplay the page.
Alt + N	Open the new entity (customer, bank, broker, etc.) data entry form (same as clicking the New button).

AMS360 Data Entry Form Navigation

The following keyboard shortcuts are available when working in a data entry form that opens in a separate window.

The following table lists shortcuts that are available when accessing **AMS360** using Internet Explorer (IE). Shortcuts might not function as described in other browsers.

AMS360 Data Entry Form Navigation

F1	Open **AMS360** Help specific to the open form.
Right-click a Center	Open the Center in a new browser tab.
Alt + (Underlined Letter from the Menu Bar)	Open the selected menu. To select an item from the open menu, release the current key combination and touch the underlined letter of the menu item.
Ctrl + F6	Move between two open, related forms. Use this key combination to move between the Line of Business and Policy forms.
Alt + F4 or Alt+Spacebar; then C	Close the active data entry form. If you have unsaved data you are asked if you want to save before closing.
Ctrl+S	Save the current page. In the Activity/Suspense form use Alt+F; A to Save and Close the form
F10	Switch focus to the data entry form menu bar.
Alt+F; then N	Post the current item and open a new form. Available on accounting data entry forms.
Alt + F; then P	Post the current item.
Alt + F; then R	Post and print the current item.
Alt + S; then N	Move to the next section.
Alt + S; then X	Open the Explorer pane in a data entry form. Use the arrows to move up and down to your selection.
Alt + S; then S	Change the focus from the Explorer pane and open the selected section.
Ctrl + F10	Open the Action menu when working in a grid. Press again to close the menu.
Home	Move to the first cell in a row or the first item in a list.
End	Move to the last cell in a row or the last item in a list.
Right and Left Arrow	Open and close the active section. Once the section is open you can Tab to move forward through the menu and fields in the section. Use Shift + Tab to move back through the fields and menu in the section.
Alt + S	Open the section menu. (Typically shows options to Add, Edit, and Delete.) To select an item from the section menu, release the current key combination and touch the underlined letter of the menu item. Press Alt to close the section menu.

AMS360 Data Entry Form Editing Shortcuts

The following shortcut keys are available in all data entry forms while using **AMS360** in Internet Explorer.

AMS360 Data Entry Form Editing Shortcuts

F4	Open and close a list such as the list of Account Execs. When the list is open press a letter to move to the first item in the list that begins with that letter.
Ctrl+C	Copy selected item to the clipboard.
Ctrl+X	Cut (remove) the selected item to the clipboard.
Ctrl+V	Paste the information from the clipboard.
Ctrl+Z	Undo the last field entry in a text field. (Does not work in list or combo boxes.) This is helpful if you accidentally change a field. You can use this key combination to restore the previous entry in that field. You can use "Undo" until you save and close the form.
Delete or Backspace	Deletes the selected item or field. Use this in lists to remove the selection.
Esc	Cancel the current task.

Windows Navigation

Following are common keyboard shortcuts for use in many Microsoft Windows programs:

Items with a plus (+) sign, such as **Alt + F4**, indicate a keystroke combination where you press and hold the first key listed and then press the second key and release them both simultaneously.

Windows Navigation

Alt+F4	Close the active application.
Alt+Tab	Switch between open windows. While holding down **Alt** press **Tab** to navigate forward through the open windows.
Alt+Shift+Tab	Switch between open windows. While holding down **Alt** and **Shift** press **Tab** to navigate backward through the open windows.
Alt+Esc	Cycle forward through the windows in the order they were opened.
Alt+Shift+Esc	Cycle backward through the windows in the order they were opened.
Ctrl+Esc	Open the **Start** Menu.