Global Shortcuts

11.2

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Global Shortcuts

Global Shortcuts allow administrators to define keyboard shortcuts that work consistently throughout the application for all users.
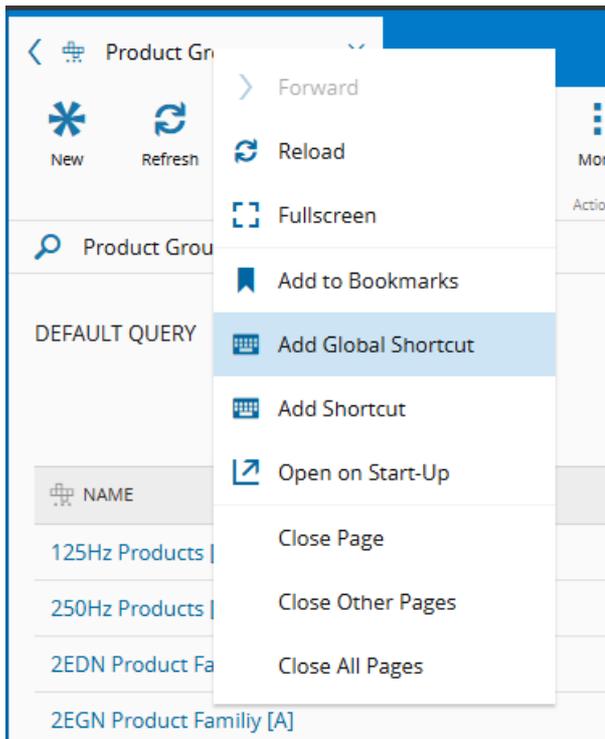
How to Access

The **Global Shortcuts** configuration panel is available from **Administration**. It displays all global shortcuts defined in the system and does not display user shortcuts.
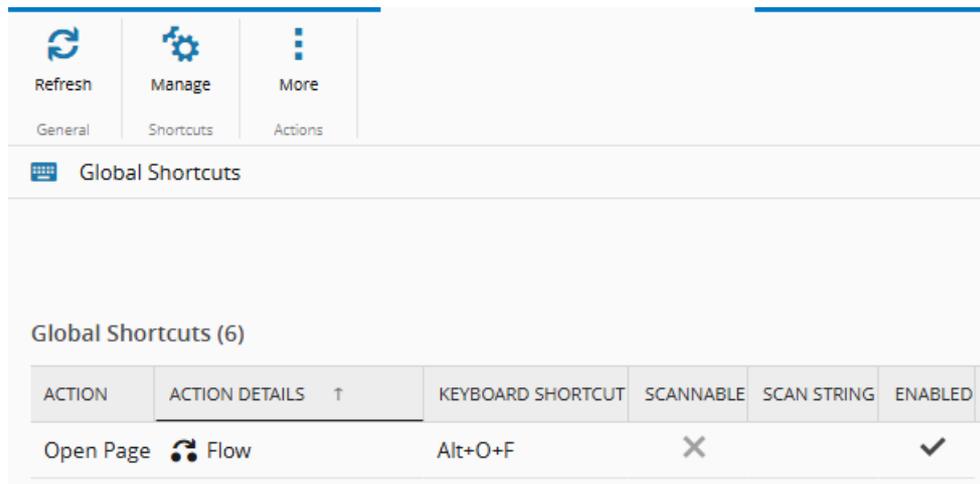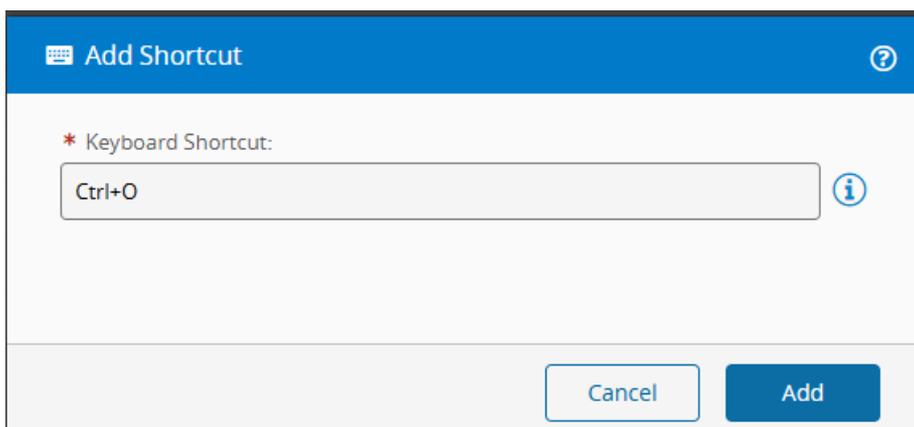

Method 1: Add a Global Shortcut from an Opened Page

1. Open the page that you want to make available through a global shortcut.
2. Right-click the page tab.
3. Select **Add Global Shortcut**.

4. Enter the desired keyboard shortcut combination.

5. Confirm that the shortcut appears in the **Global Shortcuts** list and that the system filled the action details automatically.

Global Shortcuts (6)

ACTION	ACTION DETAILS ↑	KEYBOARD SHORTCUT	SCANNABLE	SCAN STRING	ENABLED
Open Page	Flow	Alt+O+F	✕		✓
Open Page	Product	Alt+O+U	✕		✓
Open Page	Product Group	Ctrl+O	✕		✓
Open Page	fabExplorer	Alt+O+E	✕		✓
Open Page	Barcode Identification	Alt+O+C	✕		✓
Open Page	Production Orders	Alt+O+P	✕		✓

Method 2: Configure a Global Shortcut in the Global Shortcuts Table

1. Open **Administration** > **Global Shortcuts**.

2. Select **Manage**.

3. Add a new line and define the keyboard shortcut.

4. Select the **Action** you need, for example, `Open Wizard`.

5. Select the **Operation**, for example, `Material.DispatchTrackIn`.

6. Set **Enabled** to `true`.

7. Select **Update**.

You can also maintain shortcuts through master data by using KeyboardShortcut.

Keyboard Shortcut (36)

	SCOPE	USER ↓	SHORTCUT	ACTION	ACTION DETAILS	SEARCH NAME	IS ENABLED
☐	User	SEMIOP	Control Alt L	Open Page	{"url":"/LandingPage/LowCode","title":"Low Code","iconClass":"icon-core-nav-lowcode-sm"}		✓
☐	User	SEMIOP	Control Alt M	Open Page	{"url":"/Maintenance/Management","title":"Management","iconClass":"icon-core-st-sm-manage"}		✓
☐	User	admin	Control A S	Open Page	{"url":"/Entity/Material?entityType=Material","title":"Material","iconClass":"icon-mes-et-sm-material"}		✓
☐	User	admin	Control Z X	Open Page	{"url":"/Entity/Step?entityType=Step","title":"Step","iconClass":"icon-mes-et-sm-step"}		✓
☐	Global		Control 2	Open Wizard	Material.TrackIn		✓
☐	Global		Control 4	Open Wizard	Material.TrackOut		✓
☐	Global		Control 5	Open Wizard	Material.MoveNext		✓
☐	Global		Control 3	Open Wizard	Material.DispatchTrackIn		✓
☐	Global		Control 6	Open Wizard	Material.TrackOutMoveNext		✓
☐	Global		Alt X D	Open Wizard	DataCollectionInstance.Post		✓
☐	Global		Alt O C	Open Page	{"url":"/Manufacturing/BarcodeIdentification","title":"Barcode Identification","iconClass":"icon-core-st-lg-barcodeidentification"}		✓

The recorded walkthrough is available below:

Scenario 1: Open the Dispatch and Track-In Wizard from Any Page

In this scenario, the `Alt+A+P` shortcut opens the **Dispatch and Track-In** wizard even when there is no selected object in context.

1. Enter `Alt+A+P`.

2. Select the **Material** and **Resource**.

3. Select **OK**.

4. Continue with the usual **Dispatch and Track-In Material** flow.
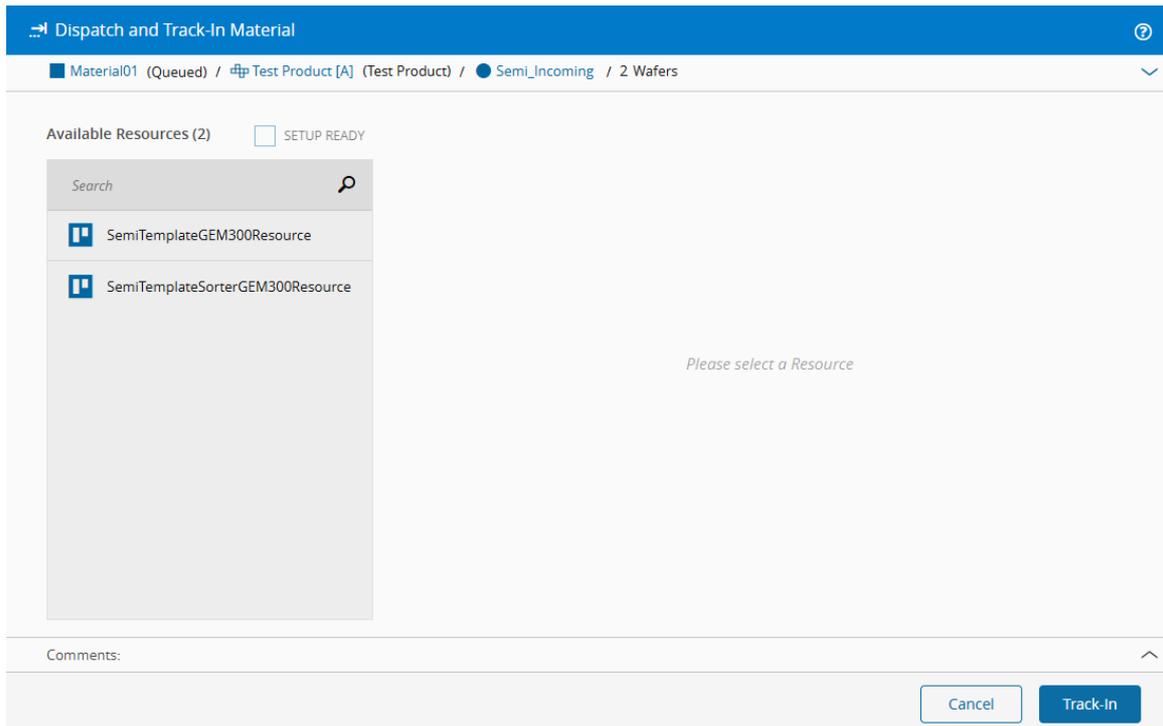
Scenario 2: Use the Shortcut with a Material Already in Context

In this scenario, the same `Alt+A+P` shortcut is used while a material is already selected in a relevant page.

1. Open a page where a material is already selected.
2. Enter `Alt+A+P` .
3. Continue directly to the usual **Dispatch and Track-In Material** wizard.
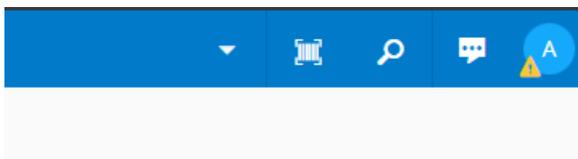
Scenario 3: Trigger a Scannable Sign Out Shortcut

Global shortcuts can also be configured as scannable actions.

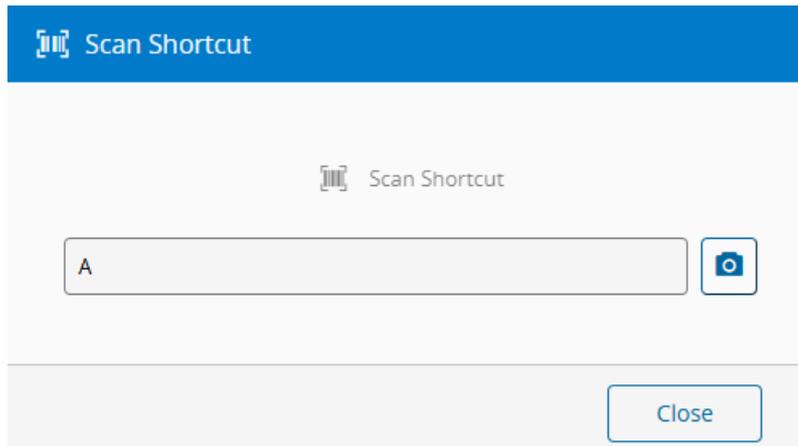1. Create a global shortcut with the **Action** `Sign Out`.

2. Enable **Scannable**.

3. Define the **Scan String** `A`.

4. Open the **Scan Shortcut** option from the header.

5. Enter the scan string `A`, or scan a barcode that contains that value.

Scan Shortcut

Scan Shortcut

| A | 📷 |

Close

6. Confirm the sign-out action.

⏻ Sign Out

Are you sure you want to leave?

Cancel   Yes, Sign Out

> ✏ **Note**
>
> A scan shortcut can be used for any action where Scannable is enabled and a Scan String is defined.
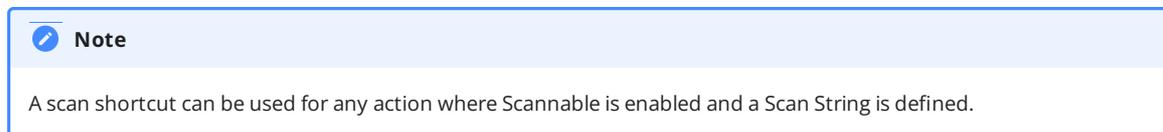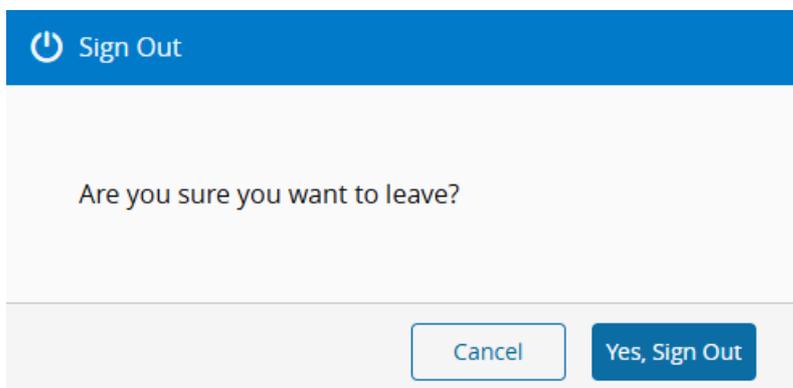
For more information, see Scan Shortcuts and Global Shortcuts, both in the User Guide.

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