![Critical manufacturing — an ASM PT company]

Overview

11.2

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Shortcut Overview

Keyboard shortcuts allow you to execute actions quickly by using key combinations, which helps reduce the number of steps needed to complete common tasks. Critical Manufacturing MES ships with pre-configured shortcuts that you can customize according to your permissions.

Shortcut Scopes

Shortcuts in the system are organized into two categories:

Scope	Applicable to	Purpose	Typical examples
Global Shortcuts	All users	Execute common actions across the system	Close a page, refresh a page, start a transaction, or sign out
User Shortcuts	Individual users	Personalize a user workflow with custom page access	Open a frequently used page or access a feature used regularly

Table: Shortcut Scopes

Default Shortcuts

The system includes a set of suggested shortcuts that you can review on the Global Shortcuts page.

Global Shortcuts (33)

ACTION	ACTION DETAILS	KEYBOARD SHORTCUT	SCANNABLE	SCAN STRING	ENABLED
Open Wizard	Material.TrackIn	Ctrl+2	✕		✓
Open Wizard	Material.TrackOut	Ctrl+4	✕		✓
Open Wizard	Material.MoveNext	Ctrl+5	✕		✓
Open Wizard	Material.DispatchTrackIn	Ctrl+3	✕		✓
Open Wizard	Material.TrackOutMoveNext	Ctrl+6	✕		✓
Open Wizard	DataCollectionInstance.Post	Alt+X+D	✕		✓
Open Page	▥ Barcode Identification	Alt+O+C	✕		✓
Open Wizard	ChecklistInstance.PerformLongRunning	Alt+X+C	✕		✓
Open Wizard	Material.PerformMaterialProcess	Alt+X+P	✕		✓
Open Wizard	Material.Rework	Ctrl+8	✕		✓
Open Wizard	Material.Ship	Ctrl+7	✕		✓
Open Wizard	Maintenance.Order.Begin	Alt+X+B	✕		✓

Some examples from the default shortcuts are:

- `Ctrl+3` dispatches and tracks in a material.
- `Alt+X+D` posts data in a data collection instance.
- `Alt+O+C` opens the **Barcode Identification** page.

You can define both global and user shortcuts, and you can also upload both through master data.

Security Features

Shortcut permissions are controlled in the **Features** configuration area. You can review or assign the required access in Features.

The shortcut-related features shown in the source document are:

Feature	Purpose
`Administration.GlobalShortcuts`	Allows access to the **Global Shortcuts** page in **Administration**
`GUI.GlobalShortcuts`	Allows access to global shortcuts
`GUI.Shortcuts`	Allows access to user shortcuts

Table: Shortcut Security Features

Related Documentation

For reference details outside this tutorial, see these pages in the User Guide:

- Shortcuts
- User Shortcuts
- Global Shortcuts
- Scan Shortcuts

Continue this tutorial with User Shortcuts.

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