Critical manufacturing
an ASM PT company

User Shortcuts

11.2

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User Shortcuts

User shortcuts are personal shortcuts that help you open frequently used pages faster. They only affect you and can only be defined for the **Open Page** action.
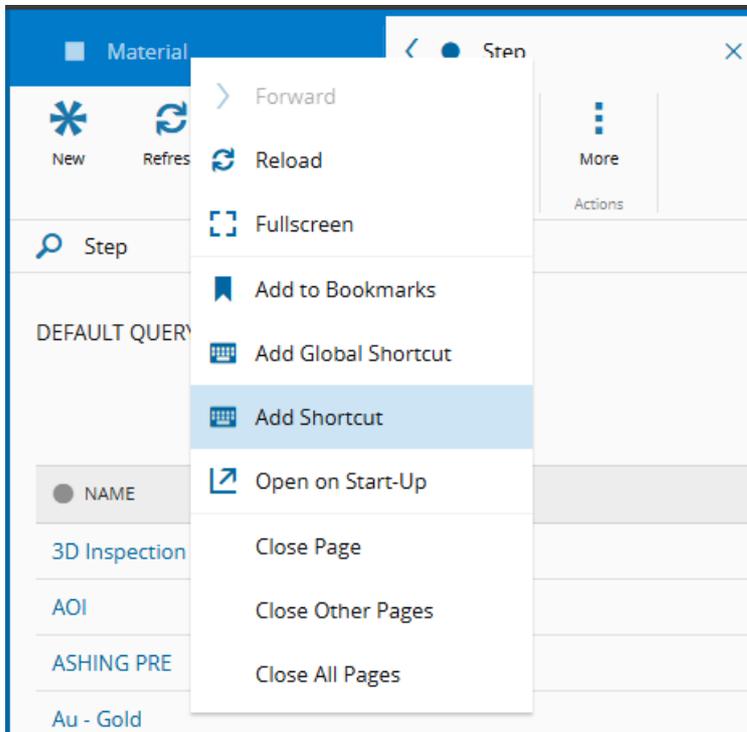
Step 1: Identify Your Most-Used Pages

For this scenario, assume that you want quick access to the **Material** page and the **Step** page.
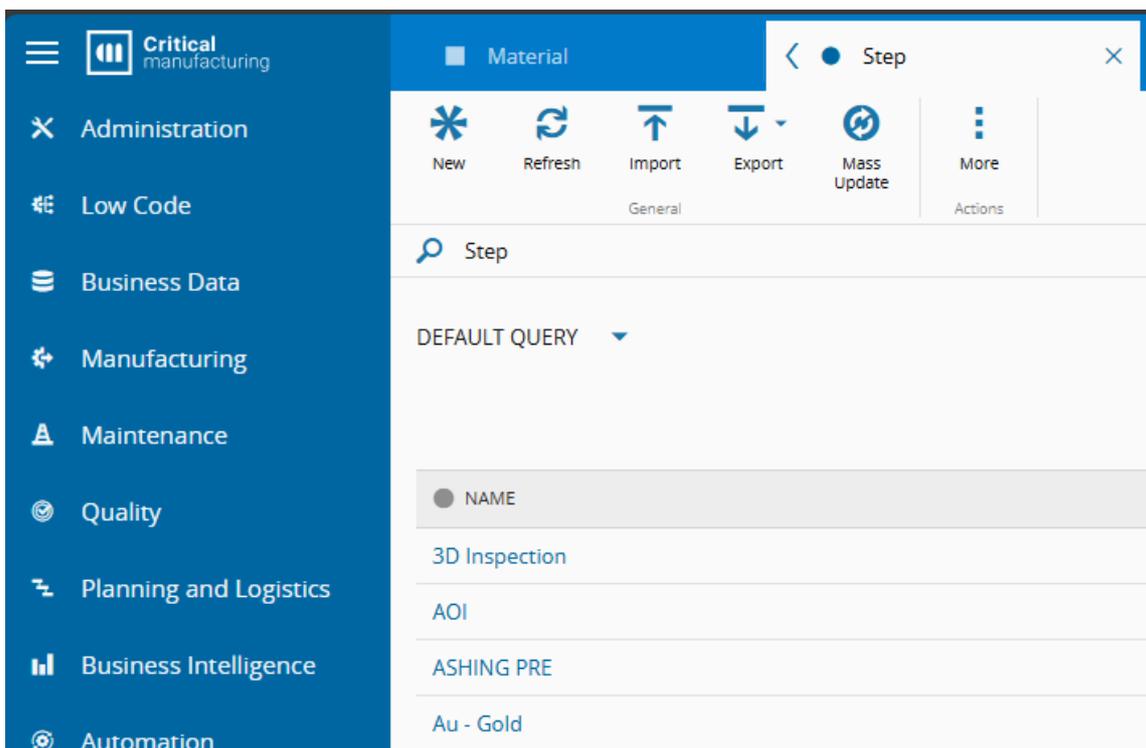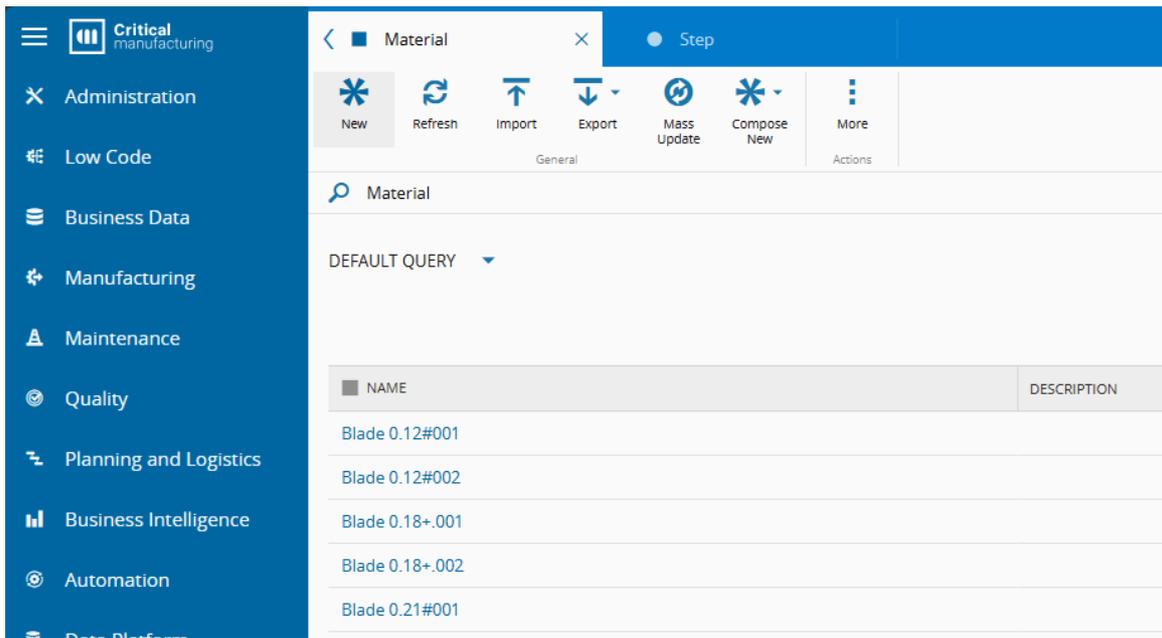
Step 2: Add a User Shortcut

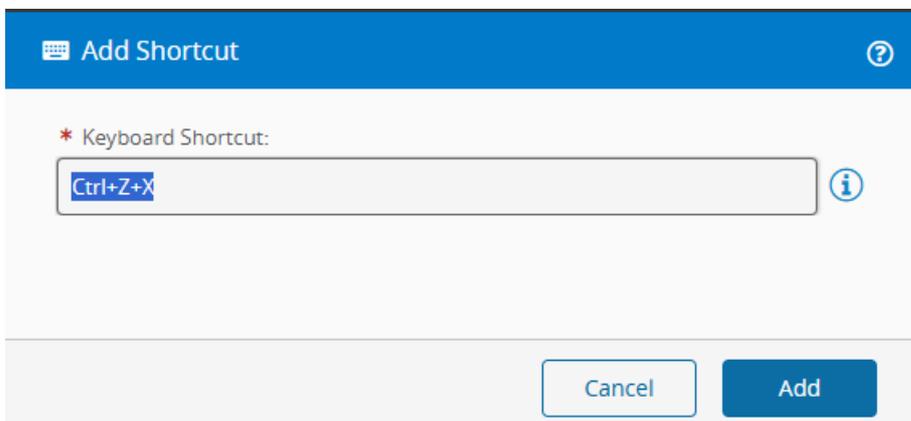1. Open the page that you want to save as a shortcut.

2. Right-click the page tab.
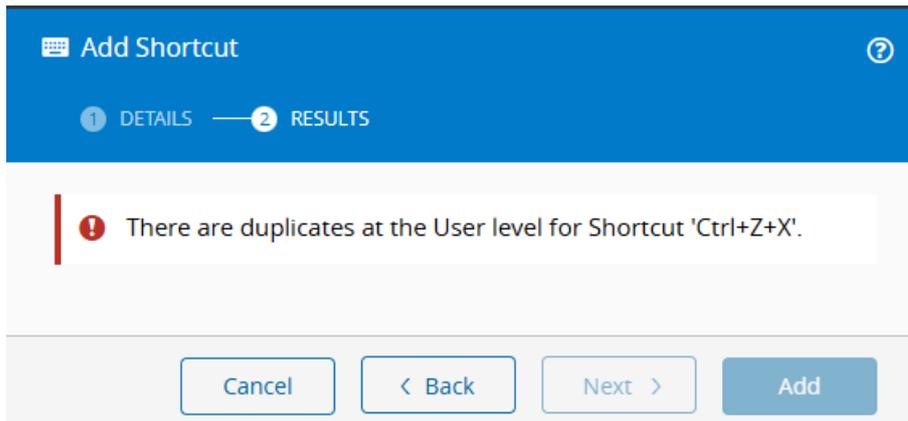
3. Select **Add Shortcut** from the context menu.

The **Add Shortcut** window opens:

Define the keyboard shortcut that you want to use, for example `Ctrl+Z+X` for the **Step** page.

> ⚠ **Warning**
>
> Verify that the chosen combination does not conflict with an existing global shortcut or another user shortcut.

Step 3: View and Manage Your Shortcuts

1. Open the user settings or profile area.

2. Go to the **Shortcuts** tab.

3. Review the configured user shortcuts.

4. Remove shortcuts that you no longer use, or change the keyboard combination for an existing shortcut.

5. Select **Apply** to save your changes.

Changes take effect immediately after you select **Apply**.
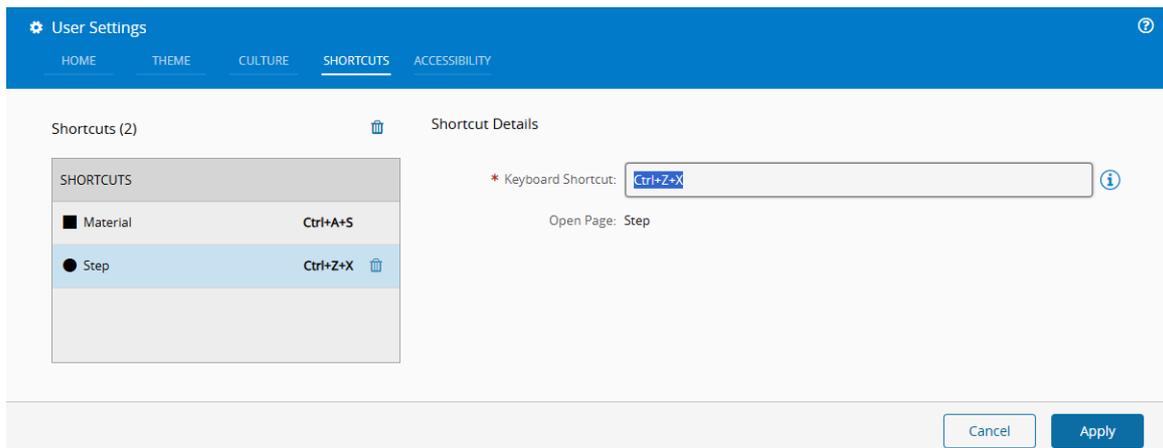
You can also review the global shortcuts defined in the system through **View Shortcuts** on the user menu.

Additional Notes

- User shortcuts can only be defined for the **Open Page** action.
- You can create as many user shortcuts as needed for your workflow.
- User shortcuts are personal and do not affect other users.

The recorded walkthrough is available below:

For reference information, see User Shortcuts and Global Shortcuts, both in the User Guide.

Continue with Global Shortcuts.

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