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Global Shortcuts

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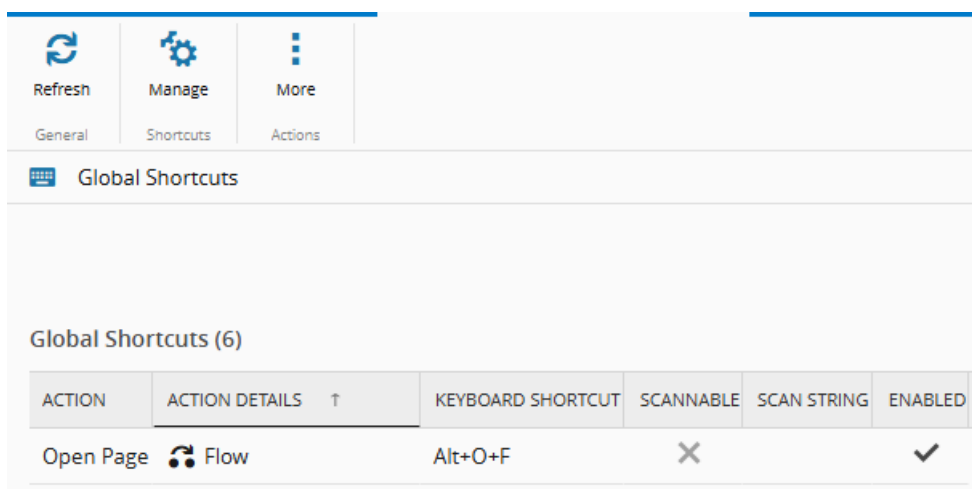
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Global Shortcuts

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

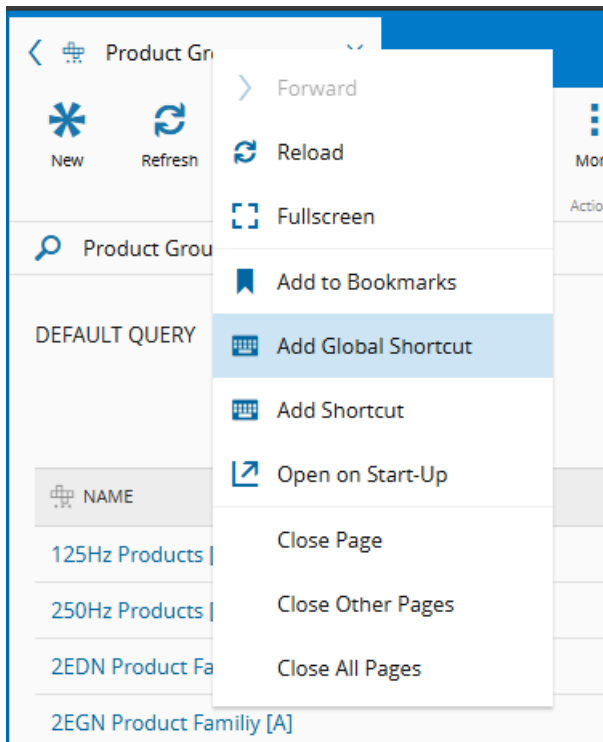
How to Access

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

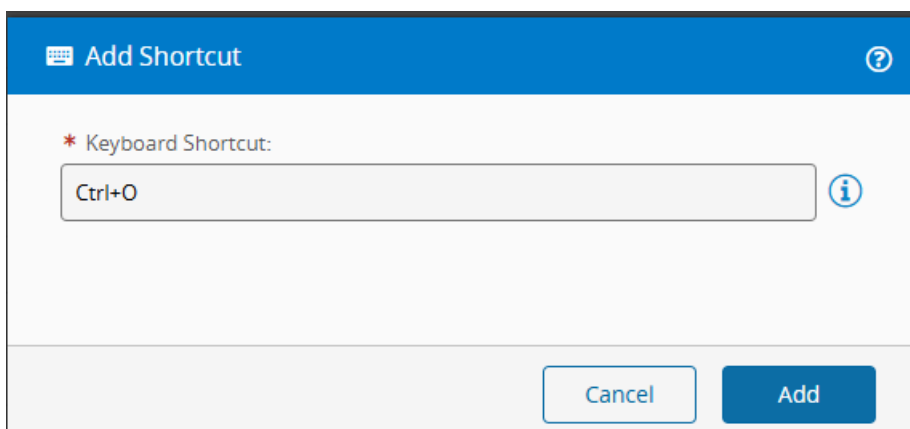


Method 1: Add a Global Shortcut from an Opened Page







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.

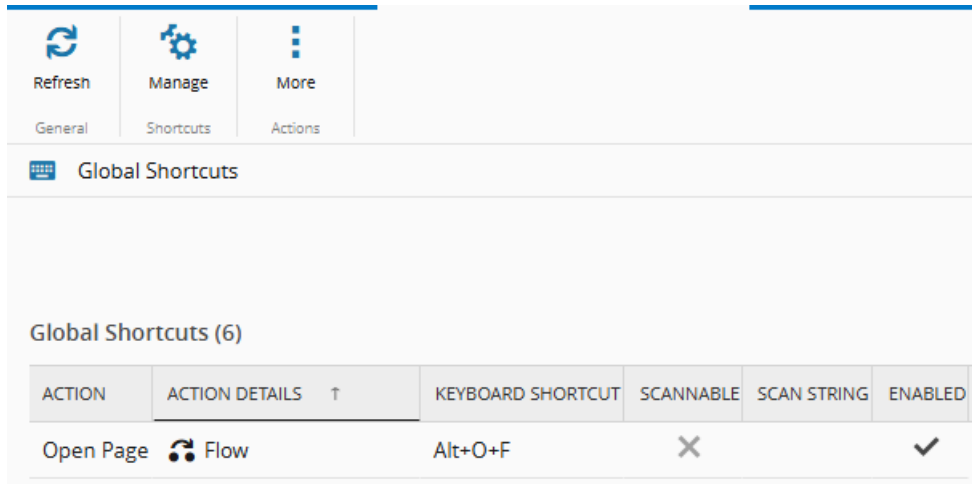


5. Confirm that the shortcut appears in the **Global Shortcuts** list and that the system filled the action details automatically.

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	✗		✓

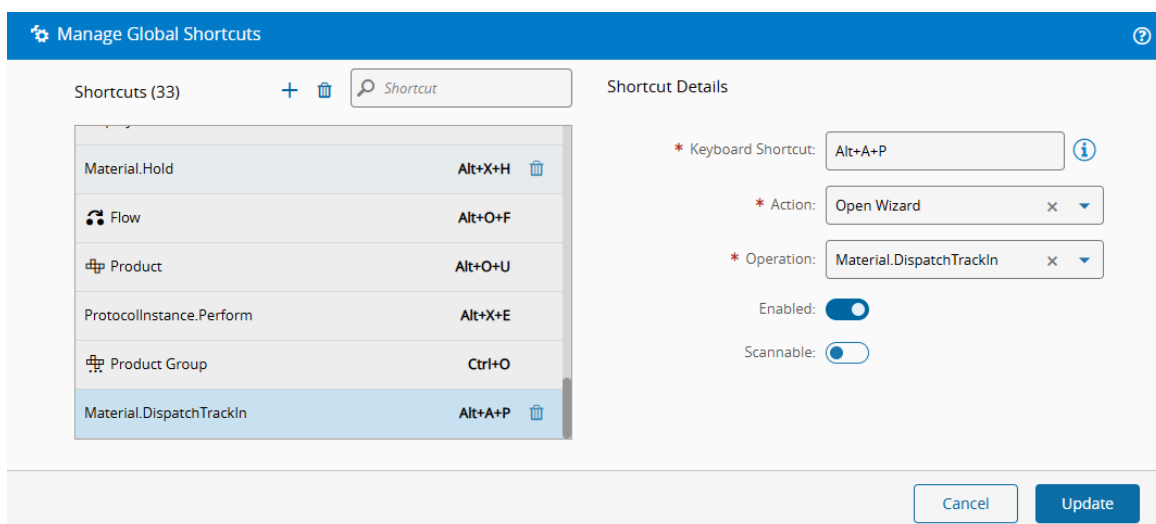
Method 2: Configure a Global Shortcut in the Global Shortcuts Table

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**.



The screenshot shows the 'Global Shortcuts' management interface. At the top, there are three tabs: 'General', 'Shortcuts', and 'Actions'. The 'Shortcuts' tab is active. Below the tabs, there is a table titled 'Global Shortcuts (6)'. The table has the following columns: ACTION, ACTION DETAILS, KEYBOARD SHORTCUT, SCANNABLE, SCAN STRING, and ENABLED. One row is visible with the following data:

ACTION	ACTION DETAILS	KEYBOARD SHORTCUT	SCANNABLE	SCAN STRING	ENABLED
Open Page	Flow	Alt+O+F	X		✓



The screenshot shows the 'Manage Global Shortcuts' dialog box. It has a search bar and a list of shortcuts on the left, and a 'Shortcut Details' panel on the right. The list of shortcuts includes:

- Material.Hold (Alt+X+H)
- Flow (Alt+O+F)
- Product (Alt+O+U)
- ProtocolInstance.Perform (Alt+X+E)
- Product Group (Ctrl+O)
- Material.DispatchTrackIn (Alt+A+P)

The 'Shortcut Details' panel for the selected 'Material.DispatchTrackIn' shortcut shows the following configuration:

- * Keyboard Shortcut: Alt+A+P
- * Action: Open Wizard
- * Operation: Material.DispatchTrackIn
- Enabled:
- Scannable:

At the bottom right, there are 'Cancel' and 'Update' buttons.

You can also maintain shortcuts through master data by using [KeyboardShortcut](#).

Keyboard Shortcut (36)

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

Dispatch and Track-In

Material:

Resource:


Dispatch and Track-In Material

Material01 (Queued) / Test Product [A] (Test Product) / Semi_Incoming / 2 Wafers

Resource Details

Name: Adwill RAD-3510F/12


Description:

Area:  WPREP

Priority: 5



Material(s) Dispatched: 0

Material(s) In Process: 0

Service:  SemiTemplateGEM300Service

State: Standby

Resource State

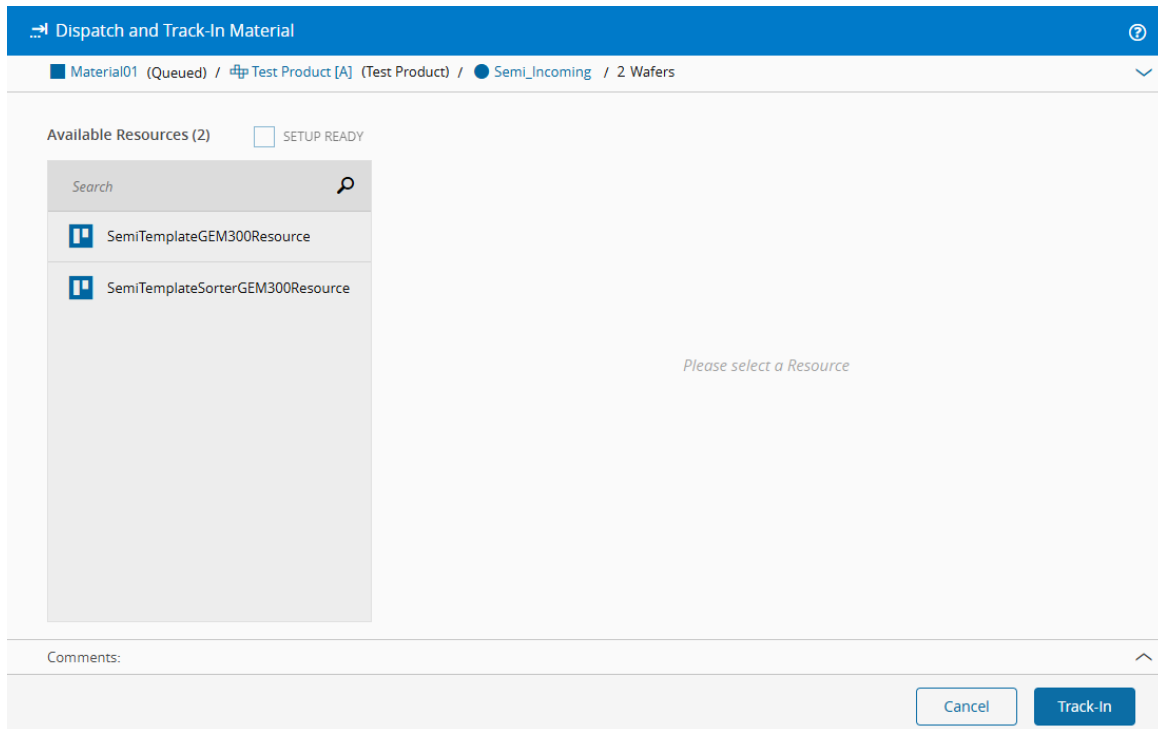
New State:  

Comments:

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.



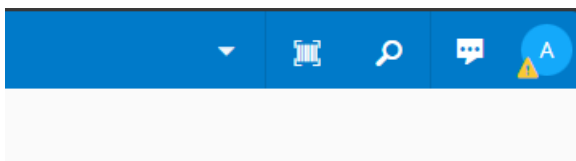
Scenario 3: Trigger a Scannable Sign Out Shortcut

Global shortcuts can also be configured as scannable actions.

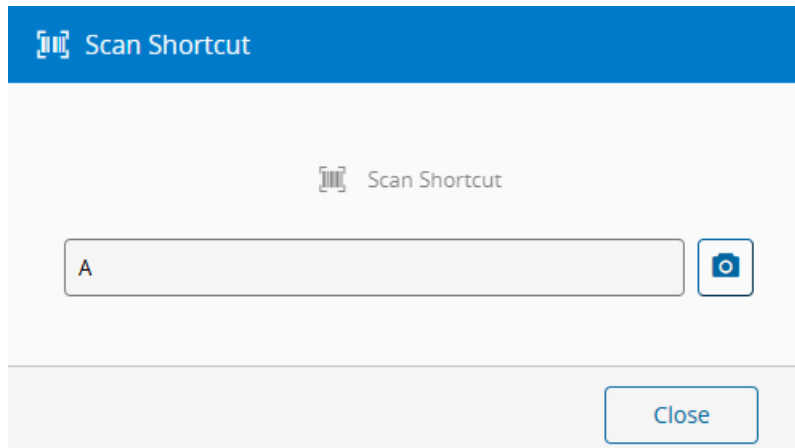
1. Create a global shortcut with the **Action** Sign Out .
2. Enable **Scannable**.
3. Define the **Scan String** A .

Global Shortcuts (1)						
ACTION	ACTION DETAILS	KEYBOARD SHORTCUT	SCANNABLE	SCAN STRING	ENABLED	
Sign Out		Ctrl+G	✓	A	✓	

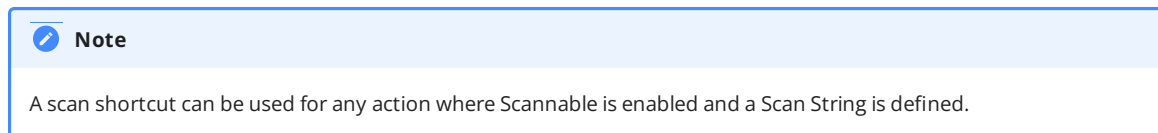
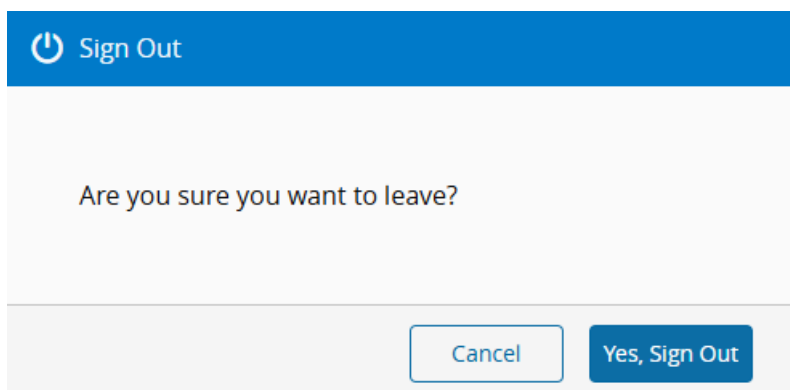
4. Open the **Scan Shortcut** option from the header.



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



6. Confirm the sign-out action.



For more information, see [Scan Shortcuts](#) and [Global Shortcuts](#), both in the User Guide.



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