

Global Shortcuts

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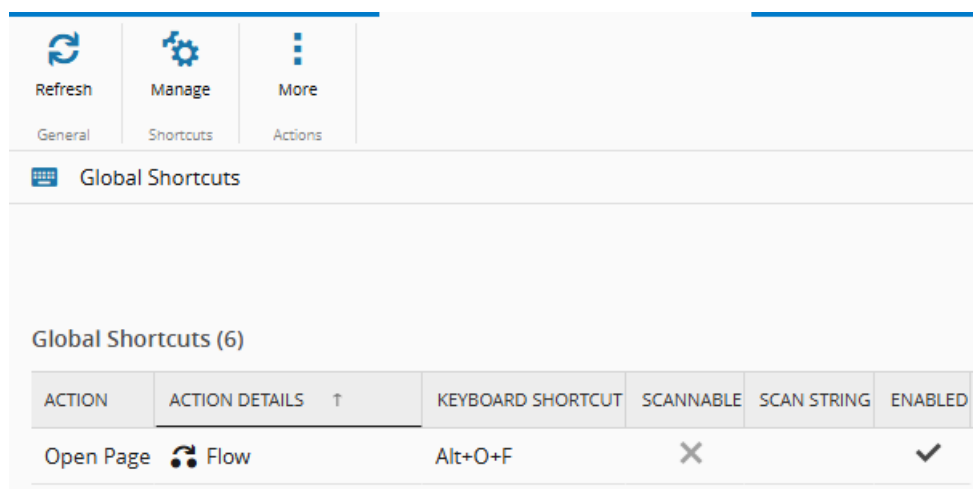
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Global Shortcuts

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

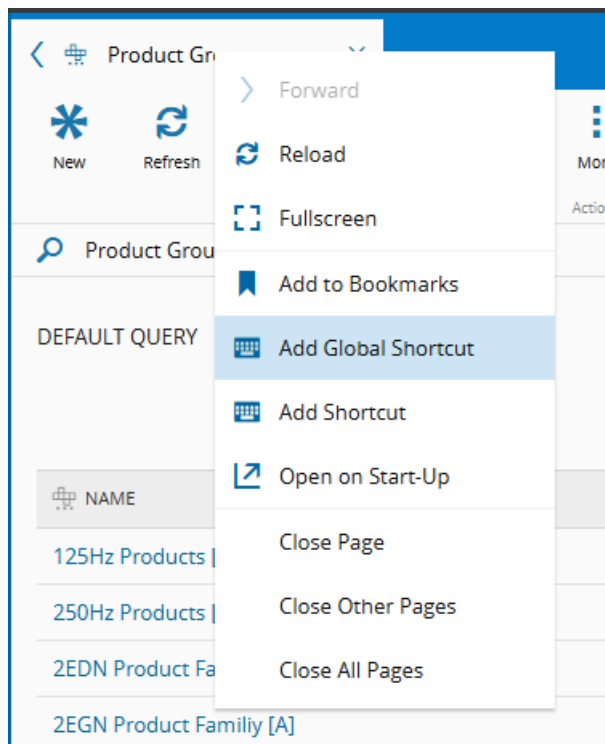
How to Access

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

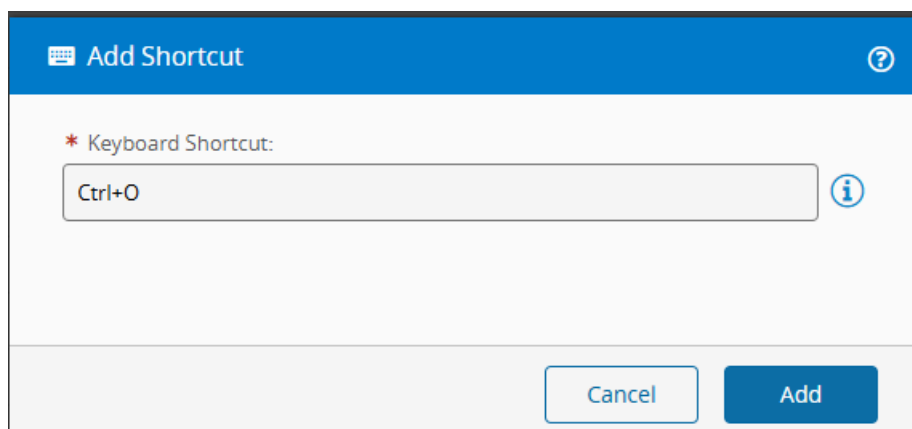


Method 1: Add a Global Shortcut from an Opened Page

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.



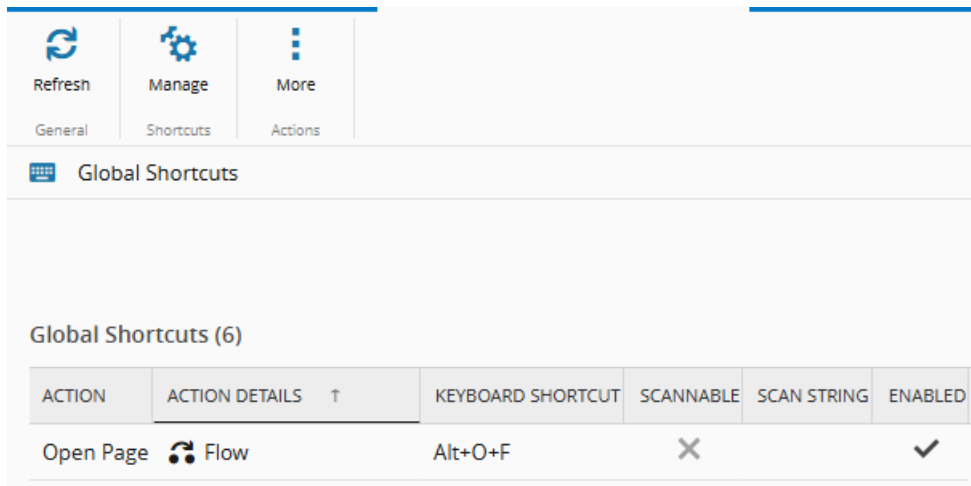
The 'Add Shortcut' dialog box is shown. It has a title bar with a question mark icon. Below the title bar, there is a label '* Keyboard Shortcut:' followed by a text input field containing 'Ctrl+O'. To the right of the input field is an information icon. At the bottom of the dialog are 'Cancel' and 'Add' buttons.

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	✗		✓

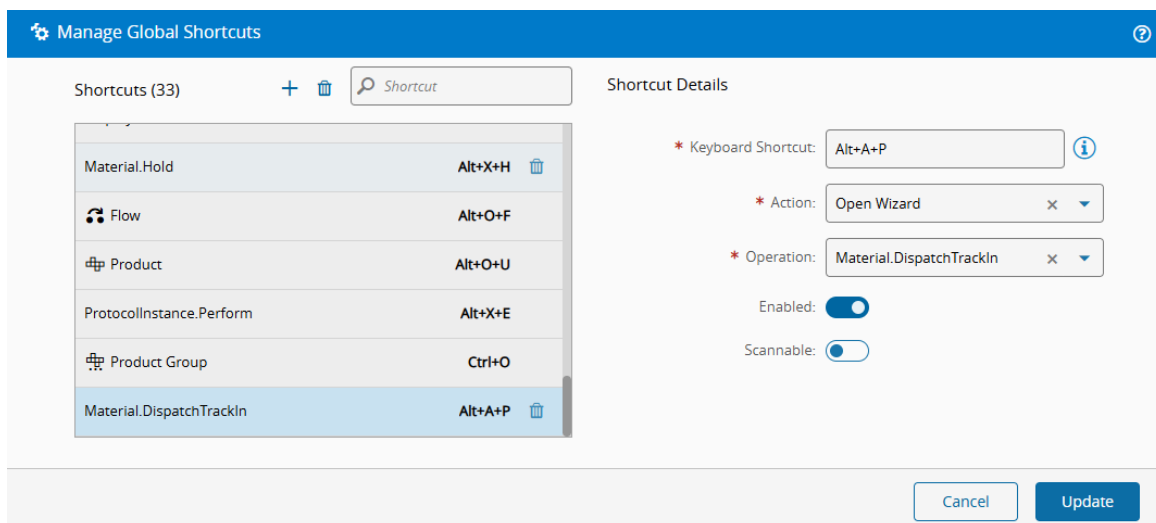
Method 2: Configure a Global Shortcut in the Global Shortcuts Table

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' table in the Administration interface. The table has columns: ACTION, ACTION DETAILS, KEYBOARD SHORTCUT, SCANNABLE, SCAN STRING, and ENABLED. The first row shows 'Open Page' as the action, 'Flow' as the action details, 'Alt+O+F' as the keyboard shortcut, 'X' as the scan string, and a checkmark as the enabled status.

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 list of shortcuts on the left and 'Shortcut Details' on the right. The list includes 'Material.Hold', 'Flow', 'Product', 'ProtocolInstance.Perform', 'Product Group', and 'Material.DispatchTrackIn'. The 'Material.DispatchTrackIn' shortcut is selected, and its details are shown on the right: Keyboard Shortcut is 'Alt+A+P', Action is 'Open Wizard', Operation is 'Material.DispatchTrackIn', Enabled is checked, and Scannable is unchecked.

Shortcuts (33)	Shortcut Details
Material.Hold	* Keyboard Shortcut: Alt+A+P
Flow	* Action: Open Wizard
Product	* Operation: Material.DispatchTrackIn
ProtocolInstance.Perform	Enabled: ☒
Product Group	Scannable: ☐
Material.DispatchTrackIn	

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.

... Dispatch and Track-In

Material:

Material

Resource:

Resource

Cancel OK

... 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: Productive

Comments:

Cancel Track-In

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.

Dispatch and Track-In Material

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

Available Resources (2)
☐ SETUP READY

Search

SemiTemplateGEM300Resource

SemiTemplateSorterGEM300Resource

Please select a Resource

Comments:

Cancel
Track-In

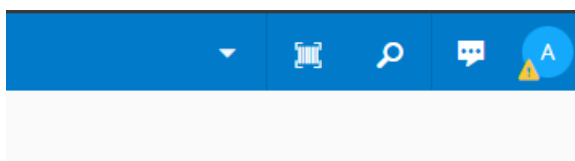
Scenario 3: Trigger a Scannable Sign Out Shortcut

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.

 Scan Shortcut

 Scan Shortcut



Close

6. Confirm the sign-out action.

 Sign Out

Are you sure you want to leave?

CancelYes, 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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