

# Global Shortcuts

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### DOCUMENT ACCESS

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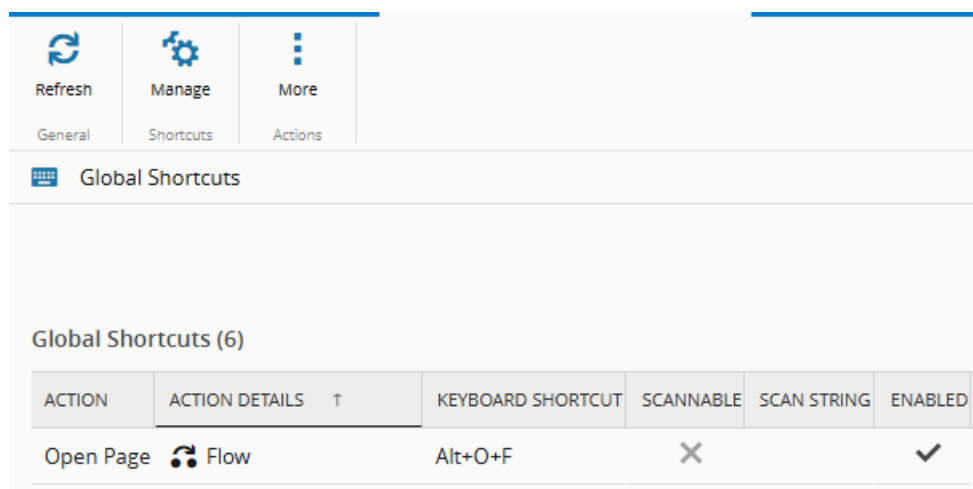
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# Global Shortcuts

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

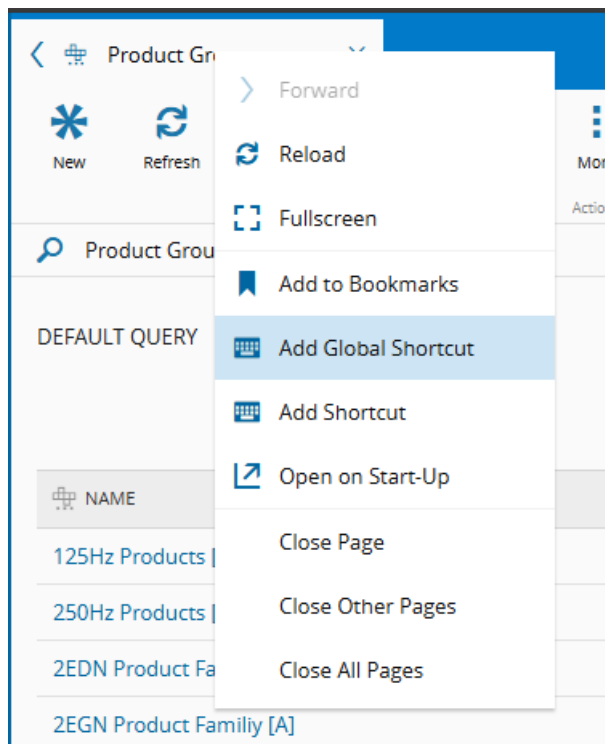
## How to Access

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

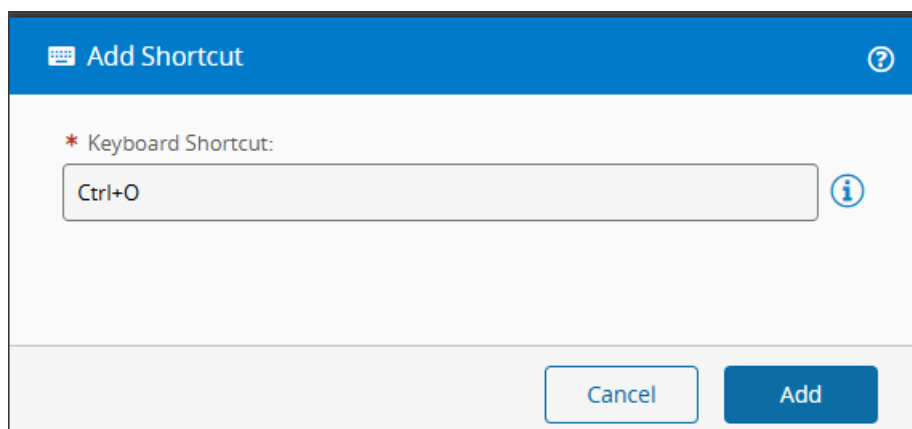


## Method 1: Add a Global Shortcut from an Opened Page

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.



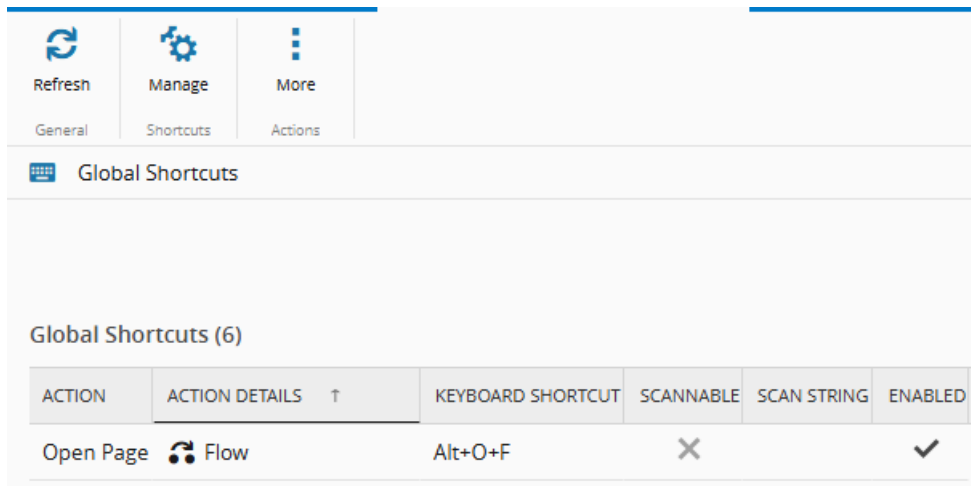
The 'Add Shortcut' dialog box is shown. It has a title bar with a question mark icon. Below the title bar, there is a label '\* Keyboard Shortcut:' followed by a text input field containing 'Ctrl+O'. To the right of the input field is an information icon. At the bottom of the dialog are 'Cancel' and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

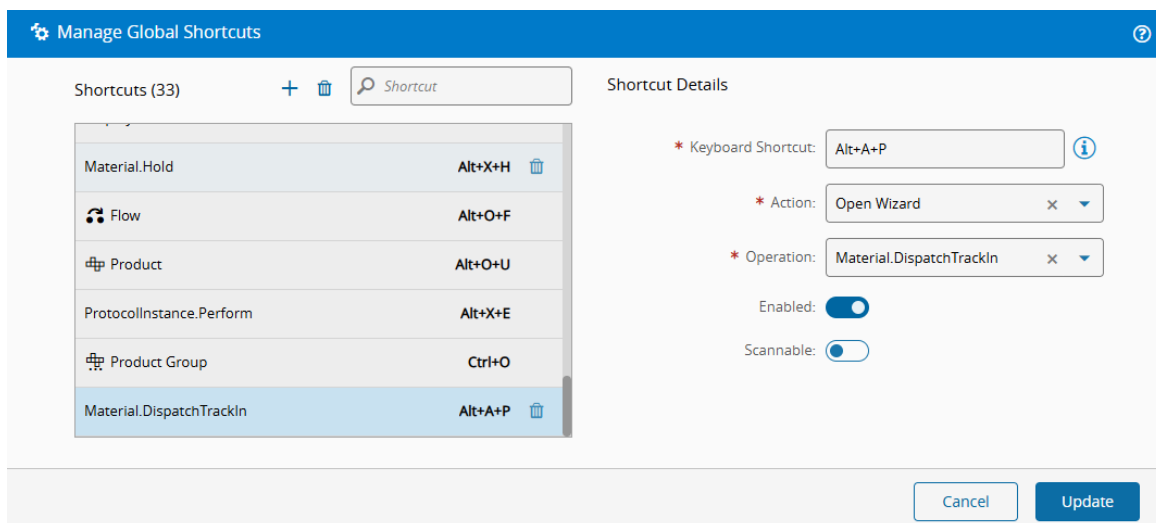
## Method 2: Configure a Global Shortcut in the Global Shortcuts Table

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 'Shortcut Details' section shows the following configuration:

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

At the bottom of the dialog 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:

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

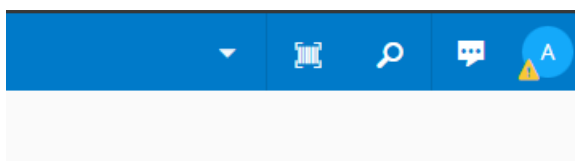
## Scenario 3: Trigger a Scannable Sign Out Shortcut

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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