

User Shortcuts

11.3

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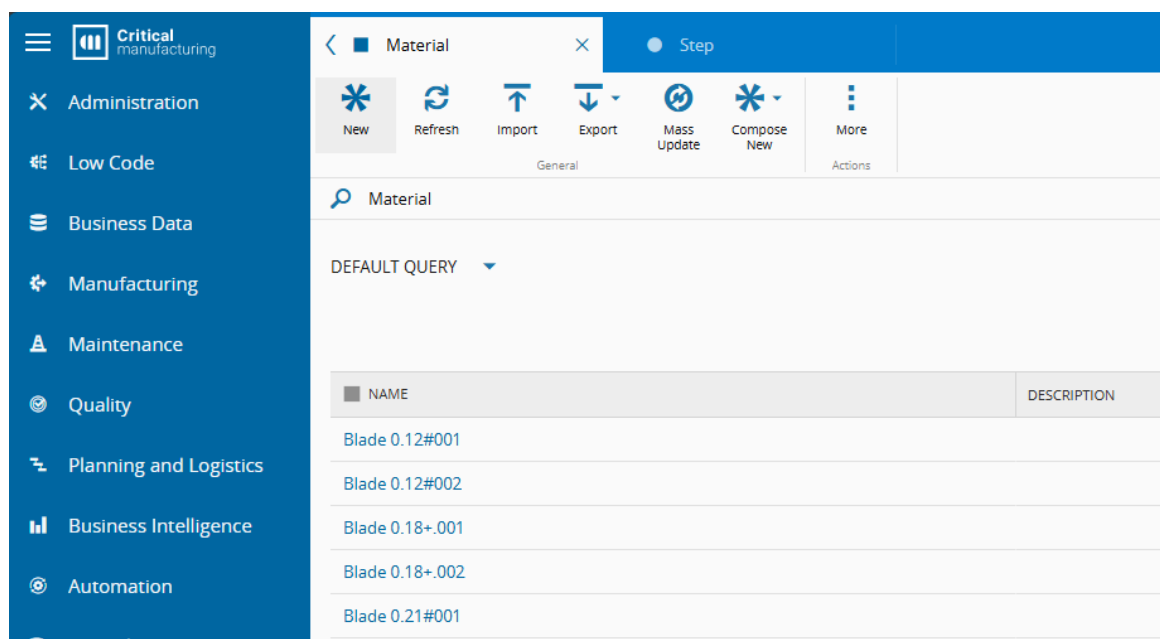
User Shortcuts

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.

Sequence of Steps

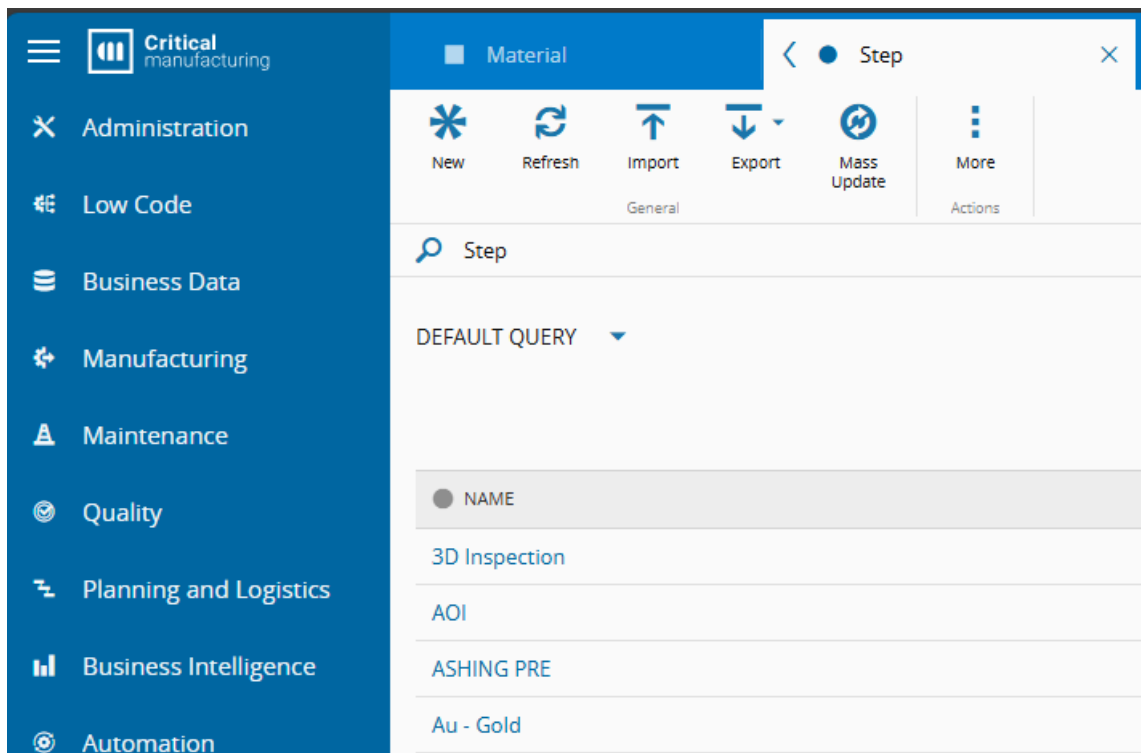
Step 1: Identify Your Most-Used Pages

For this scenario, assume that you want quick access to the **Material** page and the **Step** page.



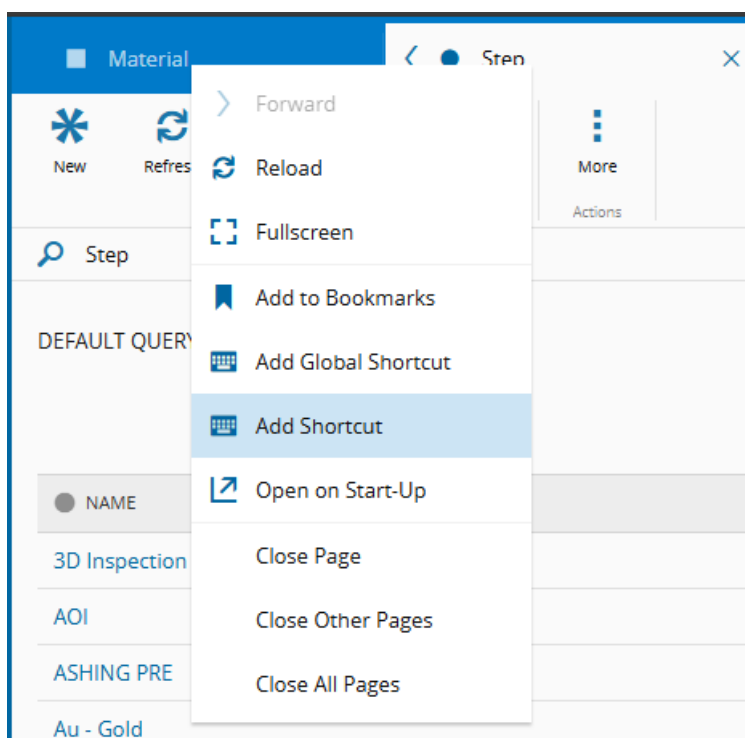
The screenshot shows the Critical manufacturing 11.3 interface. On the left is a blue sidebar with a menu containing: Administration, Low Code, Business Data, Manufacturing, Maintenance, Quality, Planning and Logistics, Business Intelligence, Automation, and Data Platform. The main content area has a top bar with tabs for 'Material' (selected) and 'Step'. Below the tabs is a toolbar with icons for New, Refresh, Import, Export, Mass Update, Compose New, and More. The 'Material' page displays a 'DEFAULT QUERY' dropdown and a table with two columns: NAME and DESCRIPTION. The table contains five rows of material data.

NAME	DESCRIPTION
Blade 0.12#001	
Blade 0.12#002	
Blade 0.18+.001	
Blade 0.18+.002	
Blade 0.21#001	

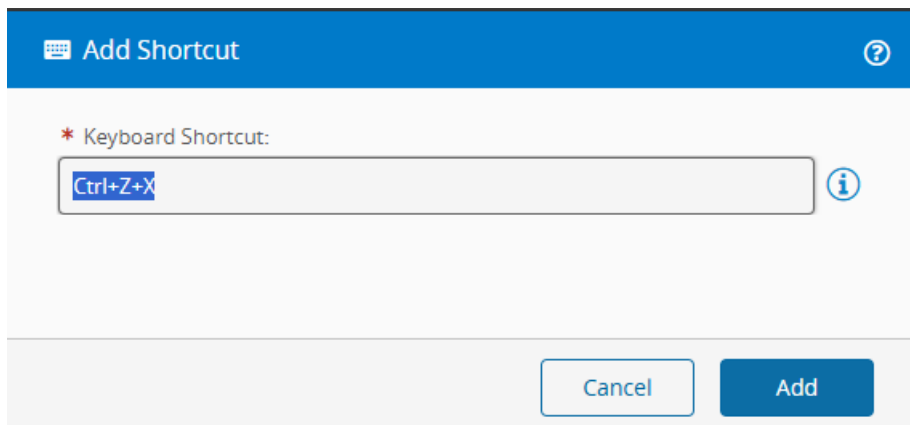


Step 2: Add a User Shortcut

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:



Add Shortcut

* Keyboard Shortcut:

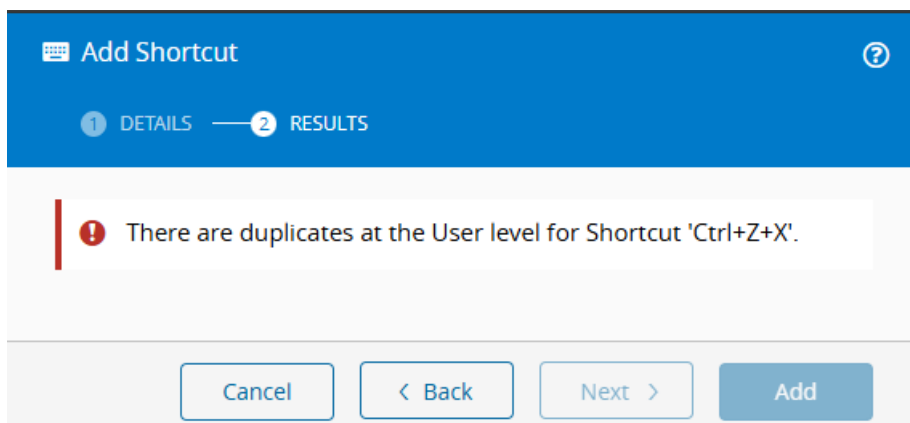
Ctrl+Z+X

Cancel Add

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.



Add Shortcut

1 DETAILS — 2 RESULTS

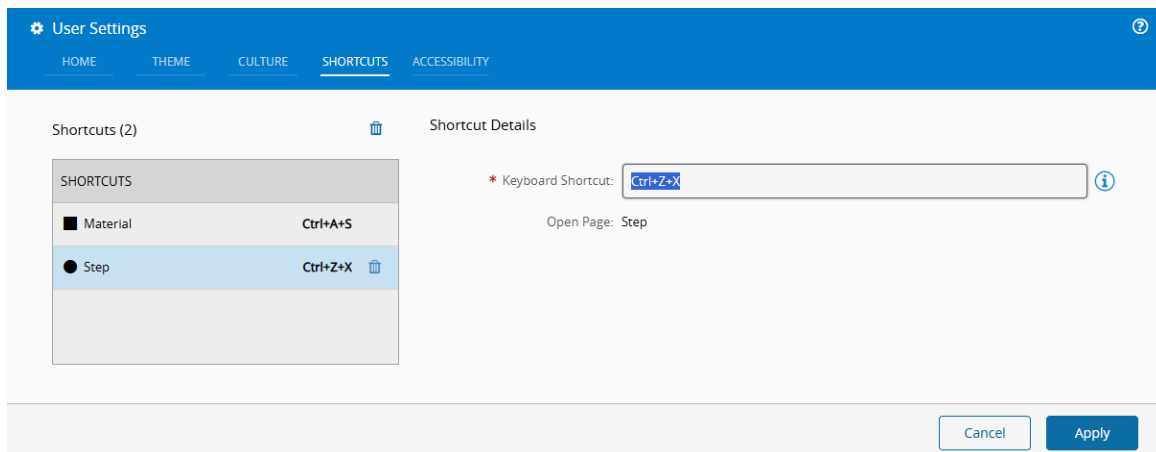
! There are duplicates at the User level for Shortcut 'Ctrl+Z+X'.

Cancel < Back Next > Add

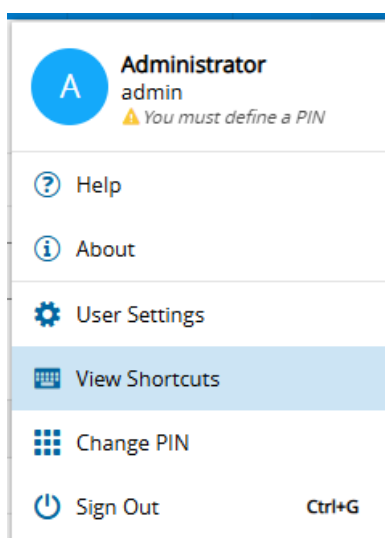
Step 3: View and Manage Your Shortcuts

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.



View Shortcuts		
ACTION	ACTION DETAILS	KEYBOARD SHORTCUT
Open Wizard	Material.TrackIn	Ctrl+Alt+T
Open Wizard	Material.TrackOut	Ctrl+4
Open Wizard	Material.MoveNext	Ctrl+5
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
Open Wizard	Maintenance.Order.Perform	Alt+X+M
Open Wizard	Maintenance.Order.Complete	Alt+X+F
Open Wizard	Resource.ChangeState	Alt+X+S
Open Wizard	Maintenance.Order.Request	Alt+X+R
Lock		Ctrl+K
Refresh		Ctrl+R
Search		Ctrl+E

Close

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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