PayServ Shortcut Keys

Alt 1 – Executes different buttons depending on the page type
>Save button on the Toolbar in a page
>OK button on a secondary page
>Search or Add button on a Search or Lookup page
Alt 2 – Return to Search
Alt 3 – Next in List
Alt 4 – Previous in List
Alt 5 – Valid Lookup Values
Alt 6 – Related Links
Alt 7 – Insert Row in grid or scroll area
Alt 8 – Delete Row in grid or scroll area
Alt 0 – Refreshes the page by invoking the Refresh button on the Toolbar
Alt . – Next set of rows in grid or scroll area [e.g., Alt period]
Alt , – Previous set of rows in grid or scroll area [e.g., Alt comma]
Alt / – Find in grid or scroll area [e.g., Alt forward slash]
Alt ' – View All in grid or scroll area [e.g., Alt prime]
Alt \ – Toggle between Add and Update on the Search page [e.g., Alt backslash]
Ctrl J – System Information
Ctrl K – Keyboard Information
Ctrl Y – toggle menu between collapse and expand
Ctrl Tab – Toggles focus through the frame set
Enter – Invokes the following buttons where present: OK, Search, Lookup
Esc – Cancel