

# Shortcut Keys

To check shortcuts available for any field, place the cursor in the field and right-click.

**Order Entry Shortcut Keys:**

*Alt+F*, then *N* – Create a new file with the next sequential system generated file number

*Alt+F*, then *G* – Create a new file with a manually assigned file number

*Alt+D*, then *O* – Open the **Order Entry** screen

*Alt+F*, then *B* – Locate File by Buyer or Seller

*Alt+F*, then *Y* – View your files

*Alt+F*, then *D* - View department files

*Alt+F*, then *J* – Jump to file number

*Alt+F*, then *L* – Locate a file

*Alt+F*, then *H* – Change the Region

*Alt+F*, then *O* - Search for a file by the property legal description

*Alt+F*, then *Shift+F*, then *A* – Assign file to a department or individual by opening the **Select Department/Person** screen

*Alt+F*, then *Shift+F*, then *U* - Update a task from the list of items for the file that is open

*Alt+F*, then *Shift+F*, then *W* – Open the **File Status** Report for the **Where is the File?** screen

*ALT+U*, then *I* – Access the Open "Investment Accounts" screen

*Alt+U*, then *D* – Access Deposit Slips display

You can use the shortcut keys in the Buyer’s and Seller’s Realtor, Referral, Attorney, Lender, Legal Paperwork, Referral/Search Provider, Member, and Place of Closing fields. Order Entry shortcut keys are listed below according to the fields where they are used.

| Feature                    | Shortcut Key(s)  |
|----------------------------|--|
| Lookup agent               | <i>Ctrl+L</i>  |
| View/Edit agent            | <i>Ctrl+E</i>  |
| Notes                      | Insert new note: <i>Insert</i><br>Show entire note: <i>Ctrl+Enter</i><br>Delete note: <i>Ctrl+Del</i>            |
| Buyer/Seller Tab           | Lookup buyer/seller: <i>Ctrl+L</i><br>Insert buyer/seller: <i>Insert</i><br>Delete buyer/seller: <i>Ctrl+Del</i> |
| Property Tab               | Insert property: <i>Insert</i><br>Delete property: <i>Ctrl+Del</i>   |
| GF Scan and FileScan Users | Access File in GFScan or FileScan View: <i>Ctrl+I</i>  |

**HUD shortcut keys include:**

- HUD Settlement Statement screen *Alt+D, then H*
- HUD Settlement - Page One *Alt+O*
- HUD Settlement - Page Two *Alt+T*
- HUD Settlement - Page Three *Alt+R*
- Lookup agent *Ctrl+L*
- View/Edit agent *Ctrl+E*
- Insert new line *Insert or ↓ down arrow on keyboard*
- Delete line *Ctrl+Delete*
- Enter Paid by other parties *Ctrl+Alt+B*

**Commitment/Policy/Binder Shortcut Keys**

To check shortcuts available for any field, place the cursor in the field and click the right mouse button. The "Commitment/Policy/Binder Preparation" screen shortcut keys, all of which apply to the text entry areas, include:

- Open Commitment/Policy screen *ALT+D, then C*
- Bold *Ctrl+B*
- Underline *Ctrl+U*
- Italics *Ctrl+I*
- Degree Sign *Ctrl+D*
- Section Sign *Ctrl+S*
- Undo *Ctrl+Z*
- Spell Check *Ctrl+F2*
- Insert Paragraph Numbers *Ctrl+N*
- Indent *F4*
- Print *Ctrl+P*
- Backup *Ctrl+F12*
- Lookup Standard Language *Ctrl+L*
- Work on Big Screen *Ctrl+G*
- Cut *Ctrl+X*
- Copy *Ctrl+C*
- Paste *Ctrl+V*

**For Complete GF Scan or FileScan Users:**

- Access GF in GFScan View *Ctrl+I*
- Access FileScan *Ctrl+I*

**Printing & Creating Documents Shortcut Keys**

To check shortcuts available for any field, place the cursor in the field and click the right mouse button.

- To access the Documents Screen *Alt+U, then P*

**Documents Shortcut Keys include:**

- Lookup field *Ctrl+L*

**For Complete GF Scan Users:**

- Access GF in GFScan View *Ctrl+I*

**Other Shortcuts**

- Open Agent/Vendor List *Ctrl+A*
- Open Additional Fields screen *Ctrl+F*
- Access PaperlessCloser documents *Alt+D, then W*