

# Keyboard Shortcuts



## Navigation

*Used anywhere*

ctrl	alt	h	Home	
ctrl	alt	v	Views	
ctrl	alt	t	Current ticket	
ctrl	alt	r	Current requester	
ctrl	alt	f	Search	
ctrl	alt	/	Advanced search	
ctrl	alt	n	New ticket	
ctrl	alt	tab	Next tab	
ctrl	alt	shift	tab	Previous tab

*Used in lists (view, results, etc)*

↑	↓	Move up or down
←	→	Move left or right
enter	Drill into item	
space	Select current item	
x	Toggle preview of current item	

## Tickets

*Used when viewing a ticket*

ctrl	alt	c	Open reply box
ctrl	alt	x	Open note box
ctrl	alt	m	Open macro box
ctrl	alt	a	Toggle apps

*Used when saving or updating a ticket*

ctrl	alt	u	Update current status
ctrl	alt	o	Update as Open
ctrl	alt	p	Update as Pending
ctrl	alt	d	Update as On-hold
ctrl	alt	s	Update as Solved

*Used when moving on*

ctrl	alt	w	Close current tab
ctrl	alt	↓	Move to next ticket
ctrl	alt	j	Move to next ticket

*Used when composing a comment*

cmd/ctrl	m	Insert inline image	
cmd/ctrl	k	Create a link	
cmd/ctrl	[	Indent left	
cmd/ctrl	]	Indent right	
cmd/ctrl	b	Format as bold	
cmd/ctrl	i	Format as italics	
cmd/ctrl	shift	5	Format as code
cmd/ctrl	shift	6	Format as a code block
cmd/ctrl	shift	7	Format as numbered list
cmd/ctrl	shift	8	Format as bullet list
cmd/ctrl	shift	9	Format as quote