

Hot Keys Guide

	Hot Keys	Section Tabs
	Dashboard	Ctrl + Alt + D
	Folder	Ctrl + Alt + F Folder Explorer Folder Settings Snapshots Property List Import/Export Search & Replace User Security
	Property	Ctrl + Alt + P Property Settings Area Measures Defaults Snapshots Import/Export Valuation Settings
	Rent Roll	Ctrl + Alt + R Rent Roll Market Lease Named Recoveries Recovery Groups Tenant Groups
	Line Items	Ctrl + Alt + L All Misc Income Expense: Non-Recov Building Capital
	Property Market	Ctrl + Alt + M Inflation Market Lease Renewal Probability Downtime Vacancy Loss Credit Loss
	Tenant Market	Ctrl + Alt + T Rent Free Rent Increases TI LC Other Capital Payout
	Recoveries	Ctrl + Alt + V Recovery Pools Area Measure Named Recoveries Recovery Groups Tenant Contributions Tenant Groups Report Tags
	Reports	Ctrl + Alt + O Property Reports
	Help	Ctrl + Alt + H Hot Keys About

Hot Key Example:  Folder = **Ctrl + Alt + F**

Folder Explorer	Folder Settings	Snapshots	<u>Property List</u>	Import/Export	Search & Replace	User Security
1	2	3	4	5	6	7

- All section tabs are sequentially numbered
- For example, **Ctrl + Alt + F + 4** opens the **Folder** section's **Property List** tab

	Property Tools	Hot Keys		Section Tools		Row Tools
	Folder Explorer	Ctrl + Alt + F		Add Row		View Row Tools
	Underwriting Report	Ctrl + Alt + U		Undo		+ Add - Delete Copy ^ Move Up v Move Down
	Snapshot	Ctrl + Alt + S		Import Excel® File		Toggle Previous/Next carousel station
	Calc	Ctrl + Alt + C		Export Excel® File		Toggle Absolute/Relative Date
				Import Snapshot		Reset current carousel to its default values
				Show/Hide Columns		

Main Controls

Tab	Move to next cell to the right
Shift + Tab	Move to previous cell to the left
Left Arrow, Right Arrow	Move to next cell, to the left or the right
Enter	Move to next cell below current cell
Alt + Down Arrow	Open up a combo box if you are in a cell with a combo box
Ctrl + Shift + = (equals key)	Add new row
Ctrl + Shift + - (minus key)	Delete selected row

Carousel Controls

Enter	Open the cell carousel
Tab	Cycle through the cells in an open carousel If the carousel is not open, advance to the next cell in the grid
Ctrl + Shift + Left or Right Arrow	Move to next station in cell carousel Carousel stations cycle clockwise; for example, Basic - Detailed - Named Item - B
Alt + Up Arrow	Expands the first available combo box above the carousel's grid Tab or Right Arrow navigates to the next available combo box above the carousel's grid The Esc key collapses the combo box and returns focus to the carousel grid