

Hotkeys

Keyboard shortcuts

Version 8.0



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Keyboard shortcuts

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This article lists keyboard shortcuts available in Creatio (a.k.a. “Hotkeys”). Using keyboard shortcuts improves your efficiency by decreasing the time spent on frequent micro-operations, such as saving mini pages, navigating lists, working with the campaign designer.

In the below table, you can find the most often used keyboard shortcuts.

Note. The table contains the shortcuts used for Windows OS. For Mac OS, use the “Command” key instead of “Ctrl”

Section list

Select multiple adjacent records. Click the first record, press and hold the Shift key, and then click the last record.	Shift + click the record
Select multiple separate records.	Ctrl + click the record
Move up and down the record list. One of the records in the list has to be selected.	↑ and ↓
Open the selected record.	Enter
Save the record after editing.	Ctrl + Enter Ctrl + S
Confirm the action in the dialog windows.	Enter

Mini page

Move the cursor to the next field.	Tab
Move the cursor to the previous field.	Tab + Shift
Save the mini page.	Shift + S Ctrl + S
Close the mini page without saving.	Esc

Tags

Navigate between tags. To display the full list of tags, press ↓ in the tag selection string.	↑ and ↓
Select and apply tags.	Enter

Global search

Search for currently entered value.	Enter
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The Activities section

Navigate the tasks in chronological order. To do this, select the task and press the key.	Tab
Move the selected task up and down the calendar.	↑ and ↓
Move the selected task to the previous or next day.	← and →

The Dashboards section

Close the opened dashboard tile.	Esc
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The CTI panel tab in the communication panel

Dial the number entered manually.	Enter
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Content Designer

Close a modal window, close a popup window, unfocus an input field, navigate to the parent element of an email template.	Esc
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