



sellify keyboard control

Main navigation

	Search	Switch to the map (CTRL)	Create new (CTRL + ALT)
Group* (F5)	F5	CTRL + F5	CTRL + ALT + F5
Organization (F6)	F6	CTRL + F6	CTRL + ALT + F6
Person (F7)	F7	CTRL + F7	CTRL + ALT + F7
Project (F8)	F8	CTRL + F8	CTRL + ALT + F8
Chance (F9)	F9	CTRL + F9	CTRL + ALT + F9
Selection (F10)	F10	CTRL + F10	CTRL + ALT + F10
My sellify (F11)	F11	CTRL + F11	

* The menu item "Group" is available with appropriate licensing

TIP: Press SHIFT + CTRL + the corresponding F key to directly use the links of person and opportunity

Navigation

CTRL + TAB	Switches the map view tab to the right
CTRL + SHIFT+ TAB	Switches the tab of the map view to the left
CTRL + SPACE	Switches the archive view tab to the right
CTRL + SHIFT + SPACE	Switches the archive view tab to the left
ALT + ↓	Switches to the next map view in the navigation
ALT + ↑	Switches to the previous map view in navigation
ALT + →	Scroll alphabetically to the right / next day, week, month (disabled in edit mode)
ALT + ←	Scroll alphabetically to the left / next day, week, month (disabled in edit mode)
CTRL + ALT + →	Alphabetically scroll to the right at person + opportunity within the linked organization.
CTRL + ALT + ←	Alphabetically scroll left at person + opportunity within the linked organization
ALT + A	Switches to the archive view activities
ALT + D	Switches to the archive view documents
ALT + F6	Switches to the archive view relationships (organization + person), project members (project), participants (opportunity).
ALT + F7	Switches to the archive view persons (organization), relations (person), project members (project), participants (opportunity)
ALT + F8	Switches to the archive view projects
ALT + F9	Switches to archive view chances
ALT + F10	Switches to the archive view selections (organizations + people)
ALT + F11	Switches to the history archive view



sellify keyboard control

New data set

CTRL + N	Adds a new dataset for the active tab of the map view
Task (1)	CTRL + ALT + 1 CTRL + ALT + NumPad1
Phone call (2)	CTRL + ALT + 2 CTRL + ALT + NumPad2
Appointment (3)	CTRL + ALT + 3 CTRL + ALT + NumPad3
Activity (type selection)	CTRL + ALT + A CTRL + ALT + NumPad0
Document	CTRL + ALT + D

In edit mode (new and edit)

TAB	Switches to the next field
SHIFT + TAB	Switches to the previous field
ENTER	<ul style="list-style-type: none">• In the case of a hyperlink (address, telephone, e-mail, etc.), the input mask opens.• In case of a list, the marked list entry is taken over• Long text: line change (to leave you have to press TAB)• Buttons: Executes the respective action
Arrow key ↓	<ul style="list-style-type: none">• For a list field, the list is opened• In the case of a date field, the date input is opened• With a search field the selection list is opened• With the hyperlinks telephone, e-mail, etc. the input mask is opened and the first data record is marked.
Text input	<ul style="list-style-type: none">• With the hyperlinks telephone, e-mail, etc. the input is taken over into a new entry.• In the case of a search field, the entry is searched for.• In the case of a list field, the list is searched
SPACE	Enables/ disables checkboxes
ESC	<ul style="list-style-type: none">• Ends the input without saving.• Closes an input mask.• Closes an open list
CTRL + Q	Mail lock on/ off (organization and person)
CTRL + B	Contact block on/off (organization)
CTRL + T	Completed on/off (project, opportunity and selection)
For MultiEdit, hyperlinks (email, phone, fax, website):	
ALT + Arrow up/down	Moves the rank of the selected entry
ALT + DEL	Deletes the selected entry



sellify keyboard control

Tables

ENTER	Opens the entry marked in the table
ENTF	Removes the entry or entries marked in the table
CTRL + A	Marks all entries of the table
SHIFT + Arrow up/down	Selects or deselects entries in the table

General

F1	Calls the sellify help (keyboard shortcut)
CTRL + F	Calls the search dialog (active tab depends on current map view)
CTRL + R	Calls the analysis dialog
CTRL + P	Calls the print preview for the current map view
CTRL + SHIFT + P	Calls up the alternative print preview for the current map view (weekly view calendar)
CTRL + E	Switches to the edit mode in the active main area (edit)
CTRL + S	Save
CTRL + N	New record of the active map view
ESC	Cancels the input and closes the active dialog.
TAB	Switches to the next field
SHIFT + TAB	Switches to the previous field
CTRL + D	Favorite on/off
CTRL + O	Switches to the calendar view of the current day.
CTRL + SHIFT + O	Switches to the calendar view of the current day and exits the assistance mode.
MENU	Opens the context menu of the selected entry(s) or the column configuration
CTRL + L	Executes sellify log links from the clipboard.
F5	Updates dashboards in the dashboard navigation view.