

## EXTENDED KEYBOARD ACCELERATORS

<b>Record Management</b>	<b>Shortcut</b>
<b>New Record</b>	<b>CTRL + N</b>
<b>Copy Record</b>	<b>CTRL + B</b>
<b>Delete Record</b>	<b>CTRL + D</b>
<b>Save Record</b>	<b>CTRL + S</b>
<b>Undo Record</b>	<b>CTRL + U</b>
<b>Select All Records in List</b>	<b>CTRL + A</b>
<b>Record Navigation</b>	<b>Shortcut</b>
<b>Next Record</b>	<b>CTRL + DOWN ARROW</b>
<b>Next Page of Records</b>	<b>ALT + DOWN ARROW</b>
<b>Last Page of Records</b>	<b>ALT + L</b>
<b>Previous Record</b>	<b>CTRL + UP ARROW</b>
<b>Previous Page of Records</b>	<b>ALT + UP ARROW</b>
<b>First Page of Records</b>	<b>ALT + F</b>
<b>Query Management</b>	<b>Shortcut</b>
<b>New Query</b>	<b>ALT + Q</b>
<b>Execute Query</b>	<b>ALT + ENTER</b>
<b>Save Query</b>	<b>ALT + S</b>
<b>Refine Query</b>	<b>ALT + R</b>
<b>General Navigation</b>	<b>Shortcut</b>
<b>Go to Site Map</b>	<b>CTRL + SHIFT + A</b>
<b>Open Search Center</b>	<b>CTRL + F</b>
<b>Go to History Button</b>	<b>CTRL + SHIFT + H</b>
<b>Open Applet-Level Menu</b>	<b>CTRL + SHIFT + M</b>
<b>Run Report</b>	<b>CTRL + SHIFT + R</b>
<b>Activate Field Control</b>	<b>F2</b>
<b>Layout Management</b>	<b>Shortcut</b>
<b>Define Columns Displayed</b>	<b>CTRL + SHIFT + K</b>
<b>Define Sort Order</b>	<b>CTRL + SHIFT + O</b>
<b>Online Help</b>	<b>Shortcut</b>
<b>Open Online Help</b>	<b>CTRL + H</b>
<b>Help with Record</b>	<b>CTRL + ALT + K</b>
<b>Technical Support</b>	<b>CTRL + ALT + J</b>
<b>Application Management</b>	<b>Shortcut</b>
<b>Connect as New User</b>	<b>CTRL + SHIFT + W</b>
<b>Log Out</b>	<b>CTRL + SHIFT + X</b>

- These accelerators may not apply to your Siebel application. Also, you may have additional accelerators available if they have been configured by your organization.
- Keyboard accelerators are based on application context. If the corresponding command is not available in the application, the accelerator will not be active.

## QUERY OPERATORS

Query Operator	Purpose
*	Wildcard. Placed anywhere in a string, returns records containing the string or containing the string plus any additional characters at the position at which the asterisk appears, including a space: Car* finds Car, Carson, and Carbon.
?	Wildcard. Placed anywhere in the string, returns records containing the characters in the string, except that any single character may appear at the location of the ?: t?pe finds type, tape, but not tripe.
=	Placed before a value, returns records containing a value equal to the query value: =CA placed in the state field returns all records in CA.
>, <, < >	Placed before a value, returns records containing a value that is greater than (>), less than (<), or not equal to (< >) the query value: >4/25/01 retrieves all records after April 25, 2001.
< = or > =	Placed before a value, returns records containing a value greater than or equal to (> =) or less than or equal to (< =) the query value: > = 500 finds records in which the value in the query field is greater than or equal to 500.
LIKE, like, NOT LIKE, not like	Placed before a value, returns records containing the value: LIKE Smi* finds all records in which the value in the query field starts with Smi.  Use NOT LIKE to find records where the value in the query field does not start with Smi.
IS NULL, is null, IS NOT NULL, is not null	Placed in the query field, returns records for which the query field is blank. Enter IS NULL in the Due Date query field to find all records for which the Due Date field is blank.  Use IS NOT NULL in the Due Date query field to find those records in which the Due Date field is not blank.

For additional query operators and keyboard shortcuts, see *Fundamentals* or *Online Help*.