BASIC KEYBOARD ACCELERATORS

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

■ 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 specified in the string, except that any single character may appear at the location of the ?: t?pe finds type and 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 California.
>, <, < >	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, MidMarket Edition* or *Siebel Online Help*.