

# Keyboard shortcuts

Below are the keyboard shortcuts for the ticketing system.

## Keyboard Shortcuts

### Navigation

*Used anywhere*

shift	ctrl	d	Dashboard
shift	ctrl	o	Overviews
shift	ctrl	s	Search
shift	ctrl	a	Notifications
shift	ctrl	n	New Ticket
shift	ctrl	e	Logout
shift	ctrl	h	List of shortcuts
shift	ctrl	w	Close current tab
shift	ctrl	tab	Show next tab
shift	ctrl	shift+tab	Show previous tab
shift	ctrl	return	Confirm/submit dialog

*Used in lists (views and results)*

▲	▼	Move up and down
◀	▶	Move left and right
enter		Select item

*Used in object views*

shift	ctrl	.	Copy current object number (e. g. Ticket#) to clipboard
shift	ctrl	2x .	...add object title
shift	ctrl	3x .	...add object link URL

### Translations

*Used anywhere (admin only)*

shift	ctrl	t	Enable/disable inline translations
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### Appearance

*Used anywhere*

d	Toggle dark mode
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### Tickets

*Used when viewing a Ticket*

shift	ctrl	m	Open note box
shift	ctrl	g	Reply to last article
shift	ctrl	j	Set article to internal/public
shift	ctrl	c	Update as closed
shift	ctrl	◀ ▶	Navigate through article

*Used when composing a Ticket article*

::	Inserts text module
??	Inserts knowledge base answer
@@	Inserts a mention for a user

### Text editing

*Used when composing a text*

ctrl	u	Format as <u>underlined</u>	
ctrl	b	Format as <b>bold</b>	
ctrl	i	Format as <i>italic</i>	
ctrl	s	Format as <del>strikethrough</del>	
ctrl	v	Paste from clipboard	
ctrl	shift	v	Paste from clipboard (plain text)
shift	ctrl	f	Removes the formatting
shift	ctrl	y	...of whole text area
shift	ctrl	z	Inserts a horizontal rule
shift	ctrl	l	Format as unordered list
shift	ctrl	k	Format as ordered list
shift	ctrl	1	Format as h1 heading
shift	ctrl	2	Format as h2 heading
shift	ctrl	3	Format as h3 heading
shift	ctrl	x	Removes any hyperlink

