

Keyboard navigation

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Keyboard navigation

Operate the Web Client entirely by keyboard – areas, jumps and shortcuts.

REFERENZ

USER

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APPLIES TO NUCLOS 4.2026.X

On this page

- [Jump between areas](#)
- [Within the areas](#)
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You navigate with **Tab** (forward) and **Shift+Tab** (backward). A page usually has three areas: menu bar, result list and detail view (in this navigation order). Initial focus is on the quick search.

Jump between areas

Shortcut	Target
Ctrl+Shift+1	open the first menu of the menu bar
Alt+F	focus the quick search (result list)
Alt+0	focus the first field of the detail view

Within the areas

- **Menu bar:** Arrow down opens, ESC closes, Enter selects.
- **Result list:** Tab moves to the next cell, cursor keys move freely, Space selects the record.
- **Detail view:** buttons with Enter; dropdowns via arrow down (input filters); show tabs with Enter.
- **Subforms:** Enter enters, ESC leaves; in the header row Enter toggles sorting.
- **Document fields:** Enter opens the upload dialog resp. the file (depending on permission).

 **All shortcuts**
An overview of all shortcuts opens with **Ctrl+Shift+H**.

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