

Simple Alt Keyboard sequences

Dynamics NAV can be entirely operated through the Keyboard. Those underlined character (e.g. View) can be used as the following instructions:

| Function | Key(s) | Description |
|---|-----------|--|
| Dissolving all Filters | Alt + V A | Alt=Menu, v=V <u>iew</u> , a=Show <u>A</u> ll |
| Show only Marked | Alt + V M | Alt=Menu, v=V <u>iew</u> , m=Marked Only |
| Show Menu Button Sales on the Customer Card | Alt + A | Open the Customer Card then press Alt + A=Button Sales |

Using Date Formulas

By using date formulas in Navision, you can determine how to calculate dates. You can enter date formulas in various date fields like periodic fields and recurring journals. Here are some examples of how date formulas can be used: 10D = 10days from today, 2M = 2 months from today, CM+10D = Current month + 10 days. For more examples you can visit the Microsoft Dynamics NAV Help. The following abbreviations are possible with date entries: (Basis date for those examples is 18.7.08)

| Abbreviations | Description | Example |
|---------------|---|------------------|
| t | Today | 18.7.08 |
| w | Work date (if different than system date) | 31.12.08 |
| p or p-1 | Current year or the year before | 1.7.08..31.7.08 |
| p1..p6 | Period 1 till Period 6 | 1.1.08..30.6.08 |
| y or y-1 | Current year or the year before | 1.1.08..31.12.08 |
| 7 | 7th day of the current month | 7.7.08 |
| 7.6 | 7th day of June from the current year | 7.6.08 |

- ☺ Those separators are permitted in date fields: 180708 (without separators), 18.7.08, 18-7-08, 18:7:08, 18,7,08, and 18/7/08.
- ☺ 01.01.08..C31.12.08. C refers to the closing date which shows the earnings of the year in the P/L statement and the balance sheet.

Display Optimization

On worksheet windows, columns can shielded according to individual requirement, can displayed as well as changes are possible in the width and height.

With the keys combination (Alt + V H) you can hide columns and with (Alt + V U) you can show them again. Those changes are saved pro user. The columns width can be changed from the column caption with the mouse.

The window size as well can be individually set, for that place the mouse cursor at the window edge and then press the left mouse key and pull the window to the desired size. In order to reposition the window, you can position the mouse cursor on the title strip, press the left mouse key and shift the window to the desired place.

- ☺ Do not work in the complete picture mode because you can lose through it easily the survey in the system.

Navigate

A special function of Dynamics NAV in order to display a list with allied posting per record number and posting date. Use this function for test purposes.

Excel Transfer

Sometimes it's helpful to copy a Dynamics NAV table in Excel (There is no relation between Dynamics NAV and Excel). For the copying please follow the instructions:

| | | |
|----|------------------|--|
| 1 | Mark a table | Open the table in Dynamics NAV and mark the whole table |
| 2 | Copy the table | Copy the table with its contents from Dynamics NAV by using the menu item Edit- Copy or (Ctrl + C) |
| 2. | Open Excel | Open an Excel application |
| 3. | Open a worksheet | Open a new worksheet |
| 4. | Insertion | Select the menu item Edit- Paste or (Ctrl + V) |
| 5. | | You can start to make changes |

Print Screens

Sometimes it's helpful to print a screen (Documentation, analysis of errors). To print the screen content please follow the instructions:

- Using Microsoft office Word** 1. Press Print Screen key, 2. Open Word application, 3. Open a new document, 4. Select the menu item Edit- Paste, then you can start to make the changes that you want.
- Print Screen Freeware** Download the Free software Pointofix from www.amanninformatik.ch menu item Download, Freeware.





Administrator – Importation of Dynamics NAV Objects

| | | |
|----|------------------|--|
| 1 | F12 | Main menu |
| 2. | Shift + F12 | To start the Object Designer |
| 3. | Alt + F O | File Import. To import files |
| 4. | "Cancel" or "OK" | Choose the option which will open the worksheet |
| 5. | "Replace All" | Press the button „Replace all“ and then the button OK to start the importation |

Dynamics NAV Window is out of the Screen

If you want to scroll Dynamics NAV window without using the mouse then you can use the following keys combination: <Alt> <←> <↓> <Enter>, then you can start scrolling the window with the cursor key. For the main window you can use the combination <Alt> + <Space> and for the other windows you can use the combination <Alt> + <-> (Minus) and <V> for (Verschieben = Scroll), with the cursor keys you can scroll the window on the desired place and at the end you can confirm it with <Enter>.

Filter Options

| Key(s) | Symbol | Description |
|-------------------|---|---|
| F7 |  | Applying a field filter = to filter the current field |
| Ctrl + F7 |  | Applying a table filter = to filter more than a field in a table |
| Shift + F7 |  | Applying a flow filter = to make a filter on calculated fields |
| Ctrl + Shift + F7 |  | Dissolving all fields and table filter <i>If something is missing in the table then try always at the beginning to dissolve all filters!</i> |

| Filter Function | Example | Description |
|---|--|---|
| Equal | 10000 | Customer number 10000 |
| Range | 10000..40000 ..31.12.08 1.1.09.. P8.. | Customer number 10000 till 40000 Date till and with 31.12.2008 Date 1.1.2009 and after Period 8 and after |
| Either...or | 10000 40000 | Customer number 10000 or 40000 (keys AltGr + 7) |
| And | <2000&>1000 | Number less than 2000 and greater than 1000. The character & cannot be used alone with two numbers, because there is no record with two numbers at the same time |
| Not Equal | <>0 | Everything not equal to the value 0 |
| Greater than | >100 | Number greater than 100 |
| Greater or equal | >=100 | 100 and greater |
| Less than | <100 | Less than 100 |
| Less or equal | <=100 | 100 and less |
| Asterisk (*) | US* | (*) represents any character and any number of characters |
| Character string with undetermined contents | *AG* *AG AG* | Includes all data containing the uppercase letters AG Includes only the data ending with the uppercase letters AG Includes only the data starting with the uppercase letters AG |
| Undetermined character | B?ok | (?) represents any character but only one character e.g. B(o)ok |
| Eliminates case sensitivity for the value following | @ag | Includes all data containing any of the strings 'ag', 'Ag', 'AG' or 'aG' |
| Empty fields | " | Double apostrophe key |










- ☺ Combination are often possible e.g. @*Hans*!@*Heinz*.
- ☺ You will notice that filter works much faster on sorted fields.

Search Options Ctrl + F










| Field | Description |
|------------------|---|
| Find | Use this window to search for something in a particular field in one window at a time. |
| matching | Choose your search criteria : Whole field: It must be exactly the same as the field Beginning of field: you can find all the fields that begin with it Any part of field: you can find all the fields that contain this part |
| Match Case | If you want to ignore the sensitivity of upper- and lowercase then the field must be empty |
| Use the best key | If you active this field then you are making a distinctive search. This option is only possible when a table has more than a sort key |
| Find as you type | If you active this field, the search will begin as you start typing |

- ☺ On read-only fields the search window will automatically run as you type the text.








Overview of [F] Keys and others

| Key(s) | Symbol | Shorttext | Description |
|---|---|------------------|--|
| Help | | | |
| F1 | | Help | Help text for the current field |
| Ctrl + Alt + F1 | | F- Keys | Overview of F-keys |
| Shift + F1 | | Help | What's this? |
| Menu | | | |
| Alt + F1 | | Menu in/out | Menu hide/ show |
| Insert, Edit and Delete of Data record /Fields | | | |
| F2 | | Edit | 1x = Edit the beginning of a field, 2x = Edit the end of a field |
| F3 |  | New | Create a new data record |
| F4 |  | Delete | Delete a data record |
| Direct access to the Details | | | |
| F5 |  | List | Show list |
| Ctrl + F5 | | Ledger entries | Show ledger entries |
| F6 | | Lookup | Show field details |
| F9 | | Statistics | Show statistics |
| Navigate Cards and Lists | | | |
| Enter | | Confirm | Confirm entry and move to the next field |
| Tab | | Confirm | Confirm entry and move to the next field |
| Shift + Tab | | Confirm | Confirm entry and move to the previous field |
| Home | | First field | Card: first field, List: first field from row |
| End | | Last field | Card: last field, List: last field from row |
| Ctrl + Home |  | First card | Card: first card, List: first row |
| Page Up |  | Previous card | Card: previous data card, List: first row (on the screen) |
| Page Down |  | Next card | Card: next data card, List: last row (on the screen) |
| Ctrl + End |  | Last card | Card: last card, List: last row |
| Ctrl + Page Down | | Next tab | Choose next tab |
| Ctrl + Page Up | | Previous tab | Choose previous tab |
| Ctrl + ↓ | | Choose sub form | To change on divided windows with card and table of the head form into the sub form (e.g. Sales Invoice) |
| Ctrl + ↑ | | Choose head form | To change on divided windows with card and table of the sub form into the head form (e.g. Sales Invoice) |
| Vouchers Posting | | | |
| F11 | | Post | Post vouchers |
| Shift + F11 | | Post + Print | Post and Print vouchers |
| Copy and Sorting | | | |
| F8 | | Copy | Copy the preceding entry |
| Shift + F8 |  | Sort | The sort keys window will run and shows out the possible keys |
| Windows | | | |
| F12 |  | Main menu | Open the main menu |
| Ctrl + F6 | | Window | Next window |
| Ctrl + F4 | | Close | Close window |
| Esc | | Back | Quit window |
| Miscellaneous | | | |
| F10 | | Menu | Choose menu bar (the key Alt has the same functionality) |
| Ctrl + F1 | | Mark | Toggle mark |
| Ctrl + F2 | | Designer | Start designer Modus |
| Ctrl + F8 | | Zoom | Show all fields |
| Shift + F12 | | Designer | Start Object Designer |

Toolbar Icons

| Key(s) | Symbol | Shorttext | Description |
|---------------|---|----------------------|--|
| Alt/ Ctrl + P |  | Print | The chosen report will be printed |
| Alt + V |  | Preview | You can preview a report before printing it |
| Ctrl + X |  | Cut | Cut the marked text and save it in the clipboard |
| Ctrl + C |  | Copy | Copy the marked text in the clipboard (e.g. general ledger entries could be also copied) |
| Ctrl + V |  | Paste | The cut or copied text will be pasted on the desired place |
| Ctrl + Z |  | Undo | Undo the change that you have made |
| F3 |  | Insert Data record | Insert a new data record |
| F4 |  | Delete data record | Delete a data record |
| Ctrl + F |  | Search | A fast way to find what you are searching for in Cards and Lists |
| F7 |  | Field filter | Set a field filter |
| Ctrl + F7 |  | Table filter | Set a table filter |
| Shift + F7 |  | Flow Filter | Set a flow filter |
| Alt + V A |  | Show all | Cancel the filter and show all data records |
| Shift + F8 |  | Sort | Sort a list in the way that you need it to be sorted |
| Ctrl + Home |  | First data record | Go to the first data record |
| Page Up |  | Previous data record | Go to the previous data record |
| Page Down |  | Next data record | Go to the next data record |
| Ctrl + End |  | Last data record | Go to the last data record |
| F5 |  | Show list | Show list (e.g. from the customer card you can see the customer list) |
| F12 |  | Show main menu | Show Dynamics NAV Financials main menu |
| Alt + H W |  | What's this? | You can use this to get help for all screen elements just by clicking them |

Field Symbols

| Key(s) | Symbol | Shorttext | Description |
|--------|---|----------------|--|
| F6 |  | Lookup | With this function predefined options in another table for a field are displayed. The Lookup symbol will be shown at the right field edge and means that for this field a relation is defined to another table. Place the cursor in the other table on the data record and press enter or double click on the field that you need, then the field will be written in the original field. |
| F6 |  | Drilldown | Based on a flow field (calculated field), the data records which have contributed to the result can be displayed with this function. If the cursor is on the field then the Drilldown symbol will be shown at the right side of the field. |
| F6 |  | Dropdown | With this function predefined options for a field are displayed. If the cursor is on the field then the Dropdown symbol will be shown at the right side of the field. |
| |  | No. Series | Call No. Series table. |
| |  | Comments empty | It's often helpful to write some comments on vouchers or cards. With this symbol you can realize that there are no comments that are written. |
| |  | Comments full | There is written comments to the voucher or card. |
| |  | Modification | Modification mode on/ off. |