

Keyboard Shortcuts in Zoho BugTracker

Keyboard shortcuts are used in Zoho BugTracker to perform global navigation and specific actions.

Press **z** + **k** to instantly view the shortcut keys in a pop-up while using Zoho BugTracker.

Benefits

- Perform actions efficiently without a mouse.
- Can multitask with less effort.
- Navigate from one page to another within seconds.

🖞 BugTracker	Home			ō 🕸 🌘 🎞
ගි Home	Global Navigation	Global Add	Table view	× 7
Feed Discuss	z h Go to Home	c b Add Bug	to navigate top bottom and back forth	
Ø Reports	z p Go to Projects	c I Add Timesheet		¢o ^o
🕮 Calendar	z a Go to Feed	c f Add Forum	Tab to Navigate next cell	Groups
🖆 Projects	z g Go to Discuss	c m Add Milestone	Enter to submit the value	a a constant
Overview	z r Go to Reports	c e Add Event	Shift Enter to create new line	
Bugs	z e Go to Expenses	c d Add Document	Space bar to select/deselect checkbox	61
Milestones	z Go to Calendar	c u Add User	Other Actions	48
Timesheets	z w Go to Dashboard	Tab Specific Actions (Add)	/ Search n Notifications	6
Expenses	z b Go to Bug	p Add Project m Add Milestone	z s Go to Settings q Sign Out	4
Recent Projects PR-139 Donnell	z I Go to Timesheet	I Add Time Log b Add Bug	▲ ♥ Go to next or previous entry in the left panel	
Inspire 2020	z f Go to Forums	f Add Forum	z 🔪 Toggle left panel	3
Century LB	z m Go to Milestones			2
Construction tel			9	
🔲 ERP Mobile App				
PR-578 Wedding	Planner 🛛 🕺 🗄 Project Group R	eport	🔄 🏭 Project Client Report	

Global Navigation

You can use these shortcuts anywhere in Zoho BugTracker to navigate from one page to another.

For example, consider a scenario where you are viewing the list of bugs in a project and you would like to view the calendar, you can press z + c in your keyboard to navigate to the calendar quickly.

Likewise, the following actions are common to all modules:

Keys	Description

z + h	Go to Home
z + p	Go to Projects
z + c	Go to Calendar
z + s	Go to Settings
z + w	Go to Dashboard
z + b	Go to Bug
z +]	Go to Timesheet
z + f	Go to Forums
z + m	Go to P
z + d	Go to Documents
z + u	Go to Users
c + b	Add Bug
c + l	Add Timesheet
c + f	Add Forum
c + m	Add Milestone
c + e	Add Event
c + d	Add Document

Tab Specific Actions

These are the keyboard shortcuts which you use to create a new module only when you are in that specific module's tab.

Say, you are viewing the list of projects in your portal and you would like to create a new project, you can press **p** in your keyboard to add a new project.

Likewise, you can add these following modules in their specific tab:

р	Add Project
m	Add Milestone
b	Add Bug
f	Add Forum

Table view

Tab	Go to next cell
Enter	Submit the value
Shift + Enter	Create new line
Space bar	To select/deselect the checkbox

Other Actions

/	Search
Ctrl + /	Search across Zoho
Z + \	Toggle left panel
∧ v	Go to next or previous entry in the left panel
Shift + z + p	To print the current page.

The following shortcuts can be used anywhere in BugTracker.

See Also

<u>Portal Home</u> <u>Global Add</u>