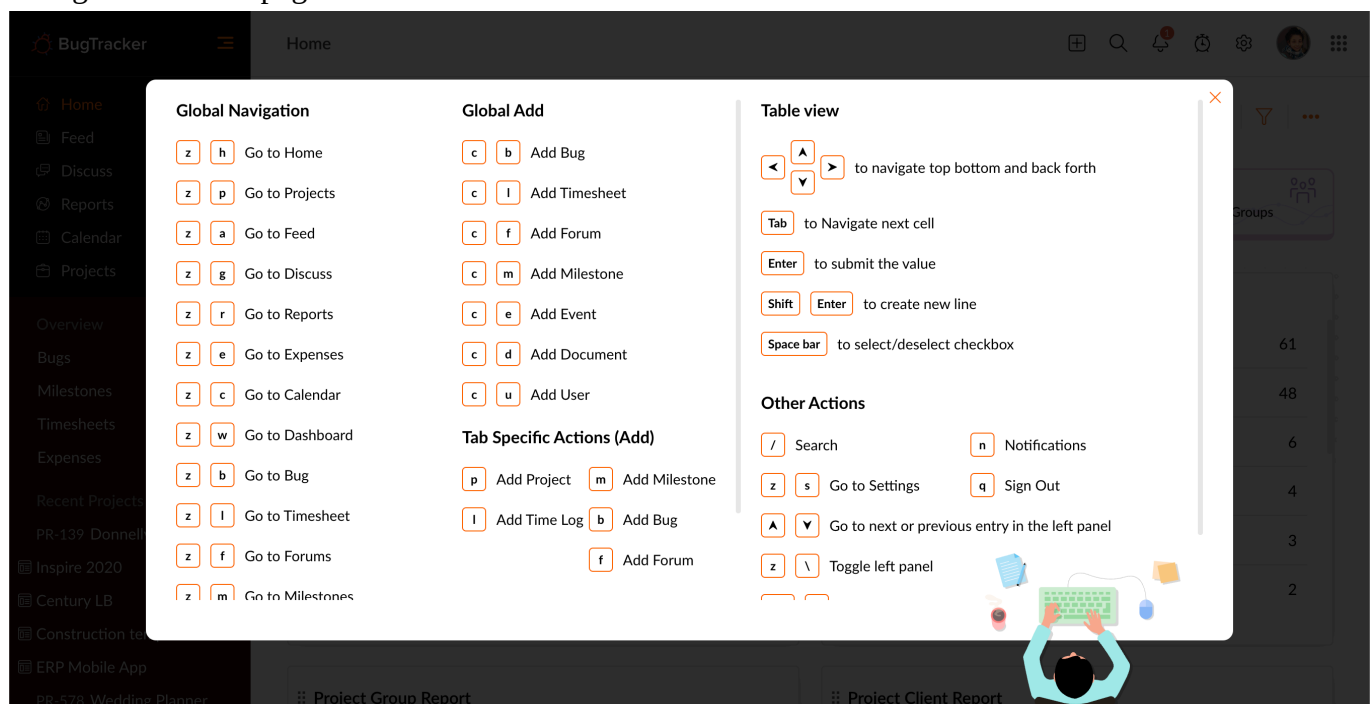**Zoho Corporation**

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.

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 + l	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:

p	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

The following shortcuts can be used anywhere in BugTracker.

/	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.

See Also

[Portal Home](#)

[Global Add](#)