aACE Software

Using aACE Key Commands

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This guide details navigation key commands for aACE. It is intended for general users.

To navigate more quickly in aACE, you can use a variety of keyboard shortcuts. For PC workstations, replace Cmd (⌘) with Ctrl and replace Opt with Alt.

Table of Contents

File Commands

Action	Key Command
New Window	⌘-Opt-N
Open	⌘-O
Open Remote	⌘-Shift-O
Open Recent	(Select recent file from submenu)
Close or Log Out	⌘-W
New Record	⌘-N
Edit Record	⌘-E
Delete Record	⌘-Del
Print Current View	⌘-P
Save Record	⌘-S

Action	Key Command
Revert to Saved	⌘-R
Compose Email or Email PDF	⌘-I
Open Call Dialog	⌘-U
aACE Main Menu	⌘-Shift-M

Top

Go Commands

Action	Key Command
Prev Record	⌘-Up
Next Record	⌘-Down
Go to Record	⌘-G
First Record	⌘-Opt-Up
Last Record	⌘-Opt-Down
Parent Record	⌘-Shift-Up
Previous View	⌘-Shift-Left
Next View	⌘-Shift-Right
Advanced Search	⌘-F
Documents	⌘-Shift-D
Tasks	⌘-Shift-T
Notices	⌘-Shift-N
Lists	⌘-Shift-L
View Log	⌘-L

Top

Search Commands

Action	Key Command
Search Within List	⌘-Opt-F
Search Including List	⌘-Shift-F
Find All Records	⌘-J
Omit Record	⌘-T
Omit Multiple Records...	⌘-Opt-T

Advanced Search Commands

Action	Key Command
Add New Request	⌘-N
Duplicate Request	⌘-D
Delete Request	⌘-Del
Go to Request	(Select request from submenu)
Saved Finds	(Select find from submenu)
Cancel Find	Esc