

Navigation and keyboard shortcuts

Introduction to Hesabu ERP

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Navigation and keyboard shortcuts

The quickest ways to get around, including the search bar and the most useful shortcuts.

Beginner · About 6 minutes · Version 1.0 · Updated 17 November 2026

Overview

A few habits will make you much faster. The search bar at the top of every screen takes you anywhere, and a handful of keyboard shortcuts save clicks.

Steps

1. Press **Ctrl + G** (or click the search bar) to focus it.
2. Type what you want, for example `Sales Invoice` to open the list, or `new sales invoice` to start one.
3. Use the arrow keys to choose a result and press **Enter**.

Useful shortcuts

Shortcut	What it does
Ctrl + G	Focus the search bar
Ctrl + S	Save the document you are editing
Ctrl + Enter	Submit the document (on a saved draft)
Esc	Close a dialog

See every shortcut

Open the **Help** menu in the top bar and choose **Keyboard Shortcuts** to see the full list for your screen.

Practical example

To raise an invoice fast: press **Ctrl + G**, type `new sales invoice`, press **Enter**, fill in the form, press **Ctrl + S** to save, then **Ctrl + Enter** to submit.

Important notes

- Shortcuts may differ slightly between browsers or operating systems. If one does not work, use the equivalent button.
- On a phone there is no keyboard shortcut. Tap the search bar instead.

Common mistakes

- Pressing **Ctrl + Enter** before checking the document. Submitting posts it to your books. See Understanding document status.

Next steps

Read Documents, DocTypes and records.

Related documentation

- Using the global search
- Understanding the Hesabu ERP interface