

NOW

Shortcut Keys

Version 2.0



DotEx International Limited
'Exchange Plaza', C-1, Block G,
Bandra Kurla Complex, Bandra (East),
Mumbai – 51, Maharashtra.
E-mail support – now@nse.co.in
Website – www.nowonline.in
Contact number – 1800 22 00 52 (Toll free)

Function	Sub-function	NEAT Shortcut Key	NOW Shortcut Key
File	Login	F9	F9
	Logout	Shift + F9	F10
	Lock Application	Ctrl + W	Ctrl + W
	Refresh Broadcast	Ctrl + F5	Ctrl + F5
	Change Password	Ctrl + Shift + F9	Ctrl + Shift + F9
	Log Info	F7	F7
	Exit	Alt + F4	Alt + F4
Market	Market Watch Profile	F4	F4
	Market watch Group Settings	Ctrl + G	Ctrl + G
	Snap Quote	F6	F6
	Top N	Ctrl + Shift + T	Ctrl + Shift + T
	Hourly Statistics	Ctrl + Shift + H	Ctrl + Shift + H
	Security List	Shift + F7	Ctrl + F7
	OHLC Chart	Shift + C	Shift + C
	OHLC Chart – Zoom in	Ctrl + Up arrow key	Ctrl + Up arrow key
	OHLC Chart – Zoom out	Ctrl + Down arrow key	Ctrl + Down arrow key
Mutual Fund	Watch	Shift + F4	Shift + F4
	Holdings	Shift + Alt + H	Shift + Alt + H
Orders and Trades	Normal Basket	Ctrl + B	Ctrl + B
	After Market Orders – Buy Order Entry	Ctrl + F1	Ctrl + F1
	After Market Orders – Sell Order Entry	Ctrl + F2	Ctrl + F2
	After Market Orders – Basket Orders	Alt + Shift + O	Alt + Shift + O
	Buy Order Entry	F1 or +	F1 or +
	Sell Order Entry	F2 or -	F2 or -
	Change Order Type to Market	/	/
	Change Order Type to Stop loss	\	\
	Spread Order Entry	Ctrl + Shift + F1	Ctrl + Shift + F1
	Ex/Del	Ctrl + F8	Ctrl + F8
	Order Book	F3	F3
	Order Book – Completed Orders window	Ctrl + 1	Ctrl + 1
	Order Book – Open Orders window	Ctrl + 2	Ctrl + 2
	Order Book – All Orders window	Ctrl + 3	Ctrl + 3

	Trade Book	F8	F8
	Net Positions	Alt + F6	Alt + F6
	Order History	Shift + F12	Shift + F12
	Spread Order Report	F3 (on spread contract or spread order entry)	F3 (on spread contract or spread order entry)
Preferences	Tool Bar	Ctrl + T	Ctrl + T
	Message Bar	F10	Ctrl + L
	Message Bar – Session Tab	Shift + 1	Shift + 1
	Message Bar – Ord/Trd Tab	Shift + 2	Shift + 2
	Message Bar – News Tab	Shift + 3	Shift + 3
	Message Bar – Misc Tab	Shift + 4	Shift + 4
	Message Bar – Messages Tab	Shift + 5	Shift + 5
	Message Bar – Dealer Ord/Trd Tab	Shift + 6	Shift + 6
	User Settings	Ctrl + P	Ctrl + P
	Status Bar	Shift + T	Shift + T
Surveillance			
RMS Limit	RMS View Limits	Ctrl + Shift + V	Ctrl + Shift + V
	RMS Update Limits	Ctrl + Shift + U	Ctrl + Shift + U
	RMS View / Update Limits – Show Entity Hierarchy	Ctrl + Right	Ctrl + Right
	RMS View / Update Limits – Collapse Entity Hierarchy	Ctrl + Up	Ctrl + Up
	RMS View / Update Limits – Expand Entity Hierarchy	Ctrl + Down	Ctrl + Down
	RMS View / Update Limits – Hide Entity Hierarchy	Ctrl + Left	Ctrl + Left
	Hide Entity Hierarchy	Ctrl + Left	Ctrl + Left
	Rejected List	Ctrl + R	Ctrl + R
Category	Add Category	Shift + Alt + Y	Shift + Alt + Y
	Modify Category	Shift + Alt + M	Shift + Alt + M
	View Category	Shift + Alt + V	Shift + Alt + V
Holdings	View Holdings/ Collateral Values	Alt + F9	Alt + F9
	Update Holdings/ Collateral Values	Ctrl + F9	Ctrl + F9
Scrip Margin		Shift + M	Shift + M
RMS Blocking	Block / Unblock Orders	Ctrl + F10	Ctrl + F10

Masters			
Entity Management	Entity Manager	Ctrl + Shift + E	Ctrl + Shift + E
	Add Branch	Alt + Shift + B	Alt + Shift + B
	Add Dealer	Alt + Shift + L	Alt + Shift + L
	Add Client	Alt + Shift + C	Alt + Shift + C
	Add Investor Client	Alt + Shift + I	Alt + Shift + I
Admin Positions		F11	F11
	Refresh Position	F5	F5
	Show Entity Hierarchy	Ctrl + Right Arrow Key	Ctrl + Right Arrow Key
	Hide Entity Hierarchy	Ctrl + Left Arrow Key	Ctrl + Left Arrow Key
	Collapse Entity Hierarchy	Ctrl + Up Arrow Key	Ctrl + Up Arrow Key
	Collapse Entity Hierarchy	Ctrl + Down Arrow Key	Ctrl + Down Arrow Key
Report Generator	Format Editor	Alt + Shift + E	Alt + Shift + E
	View Report	Alt + F7	Ctrl + Shift + R
Role Manager	Add	Ctrl + Alt + O	Ctrl + Alt + O
	Modify	Ctrl + Alt + M	Ctrl + Alt + M
	View Roles	Ctrl + Alt + V	Ctrl + Alt + V
	Delete Roles	Ctrl + Alt + D	Ctrl + Alt + D
Search Entity		Ctrl + E	Ctrl + E
Tools	Option Calculator	Ctrl + PageUp	Shift + O
	Messaging	Ctrl + Shift + M	Ctrl + Shift + M
Help	NOW Diagnostics	Alt + F2	Alt + F2
	Connection Indication Bar	Alt + F5	Alt + F5
	View SSL Authentication Certificate	Alt + Shift + 1	Alt + Shift + 1
	View SSL Client Certificate	Alt + Shift + 2	Alt + Shift + 2
Market Watch (Right Click Options)			
Actions	Insert Blank Line	Insert	Insert
	Load Default Market Watch	Ctrl + N	Ctrl + N
	Set as Default Market Watch	Ctrl + M	Ctrl + M
	Move Outside	Alt + F3	Alt + F3

NOW

Tools	Scrip Properties	Shift + F8	Shift + F7
	Option Calculator	Ctrl + Page Up	Shift + O
	Implied Volatility	F5	F5
	Derivatives Chain	Ctrl + D	Ctrl + D
	Add Ticker Scrips	Shift + K	Shift + K
	Compare Scrips	Shift + Q	Shift + Q
	News	Shift + N	Shift + N
Dialog Bars	Show Scrips Dlg Bar	Ctrl + S	Ctrl + S
	Show Index Value Bar	Ctrl + I	Ctrl + I
	Show Ticker Bar	Ctrl + K	Ctrl + K
	Show Scrips Comparison Bar	Ctrl + J	Ctrl + J
	Gridlines	Shift + G	Shift + G
	Write to Excel	Shift + E	Shift + E

BLANK PAGE