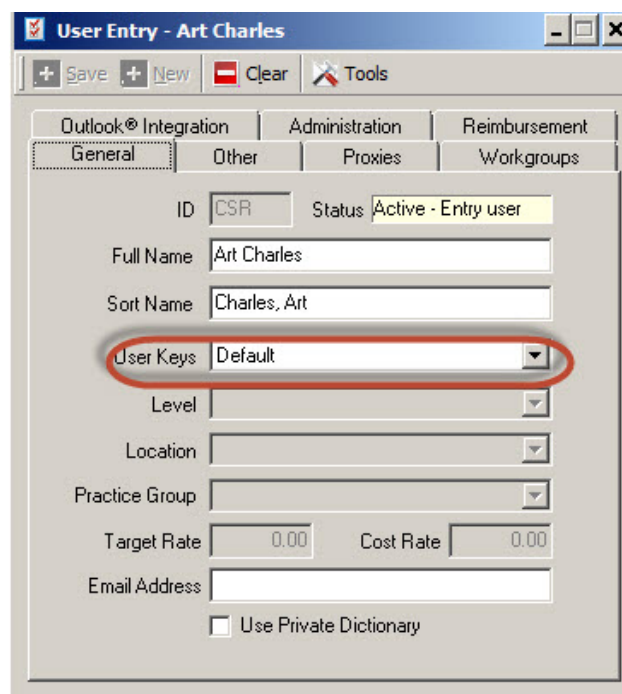## Where do I go to define or double check User short-cut keys in Orion?

If you are having an issue with short cuts not working for a user, the first item to check is to make sure the Default keymap is defined in the User record itself. You may access this by going to **File Maintenance/Tools/ Manage Users.** Double click on the User record in question **and** on the **General Tab** make sure **Default** is in the **User keys field**.


Further items can be checked on the default setup itself if needed.

The Default Setup for Short Cuts Can be Accessed via the **Key Mapping** Button in Orion Administration under the System Setup group. Double click on the **Default** icon to display how the keys are currently mapped.

NOTE: Typically this is set up during the firm's initial implementation, so it is not a good idea to alter unless there is an issue with all users.

(Next Page)
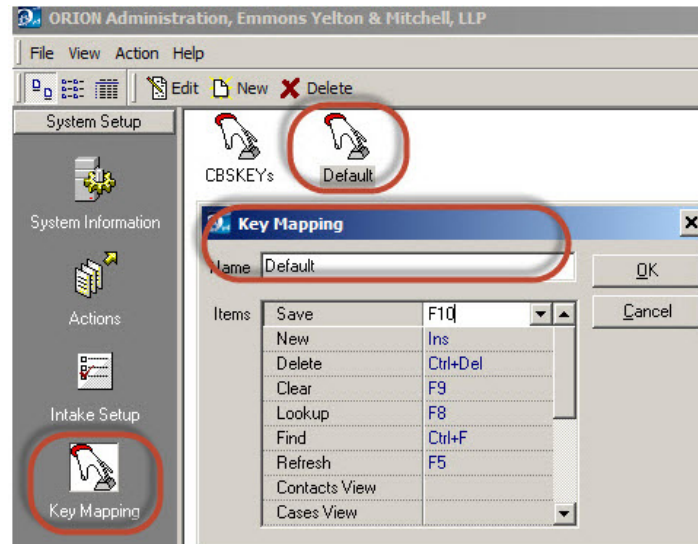
New key mapping settings can be setup by clicking on **NEW** and assigning a unique name such as CSRDefault. Then this new Key Mapping can be assigned to users individually by putting CBSKEYs into the USER KEYS field on the USER ENTRY screen above.
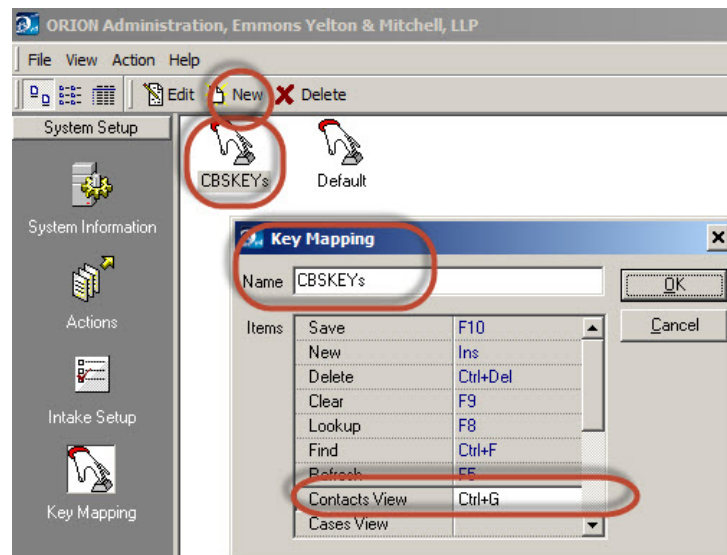
This would only be needed if users desire a special keyboard setup. Different keyboards may require different mapping. Keep in mind if you alter the Default setup you are altering the settings for all users that already have that default setting assigned to them. You could have issues with Short Cut Keys for ALL users if you change them (as these users presumably have already gotten used to their shortcuts). Generally it is **not a good idea** to edit the system Default unless something is wrong in the mapping.

If you do setup a new Key Mapping designation, you may edit the actual short cut keys by accessing the drop down next to the function you want to assign a key to and pick the choice you want. Keep in mind you can't use the same key for two different functions.

Further Questions? Have a Support Tip idea? Let us know, at support@orionlaw.com