

Finding Actions With Keyboard Shortcut Hints

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Opening the command palette and spotting shortcut hints

If you already know how to open the command palette from [Using the Command Palette for Quick Navigation](#), the next step is learning how to notice the shortcut hints shown inside the results list.

In Sherkety ERP & Website Platform, open the command palette with the keyboard shortcut used for search and quick actions. When the command palette appears, place your cursor in the search box and start typing the name of the action you want, such as a content task, an admin destination, or another common command.

As matching results appear, look at each result row carefully. The action name is the main label you select, and the keyboard shortcut hint appears in that same row. It is not stored in a separate settings page or help panel. You discover it while searching. This makes the command palette useful in two ways:

- You can use it immediately to run the action from the list.
- You can notice the shortcut hint and use that key combination directly next time.

For example, a Content Editor might search for a content-related action several times, then start using the shown shortcut instead of opening menus. An Administrator might do the same for common destinations such as dashboard, content, users, settings, pricing, or SEO areas.

[SCREENSHOT: Command palette open in the admin area with several result rows, each showing an action label and a keyboard shortcut hint on the same line]

Shortcut hints are most valuable for tasks you repeat often. If you regularly jump to the admin dashboard, open content work, or move between management screens, the command palette becomes both a search tool and a shortcut reminder.

Finding actions that include keyboard shortcut hints

To find actions with shortcut hints, use the command palette search box as your starting point. Type the action name the way you would expect to see it in the interface. As you type, Sherkey ERP & Website Platform narrows the list to matching commands.

1. Open the command palette.
2. Click in the search field if the cursor is not already there.
3. Type a word related to the action you want, such as **content**, **dashboard**, **users**, **settings**, **services**, **pricing**, or **SEO**.
4. Review the filtered results list.
5. Look for a keyboard combination shown in the same row as the action label.

This side-by-side display helps you compare similar results quickly. If two actions sound alike, the visible shortcut hint can help you decide which one is worth memorizing. For example, you may see one result for opening a frequently used admin area and another for a broader navigation action. The shortcut hint gives you a clue that the action is designed for quick repeat use.

Editors will usually benefit most from actions related to content work and moving between editing areas. Administrators may focus on actions that open management screens such as **Dashboard**, **Content**, **Users**, **Settings**, **Services**, **Pricing**, or **SEO**.

Not every result will include a shortcut hint. That is normal. When a command has no visible key combination in its row, use the command palette result itself to run it. Rely on what you can see in the list rather than assuming every action has a shortcut.

[SCREENSHOT: Filtered command palette results showing some actions with keyboard shortcut hints and others without them]

Using shortcut hints to move faster through common admin tasks

The easiest way to benefit from shortcut hints is to treat the command palette as a learning tool first and a speed tool second. Most people do not memorize shortcuts all at once. Instead, they discover them while working.

1. Open the command palette and search for an action you use often.
2. Run that action from the results list.
3. Notice the keyboard shortcut shown beside it.
4. The next time you need the same action, try the shortcut first.
5. If you forget it, open the command palette again and check the result row.

This works especially well for repeated admin tasks. A Content Editor may repeatedly open content-related actions while updating public pages, reviewing localized content, or moving between editing areas. An Administrator may jump between **Dashboard**, **Content**, **Users**, **Settings**, **Services**, **Pricing**, and **SEO** throughout the day. In both cases, shortcut hints reduce the need to move through menus every time.

Shortcut hints are most helpful when the action is frequent and predictable. If you perform a task many times each week, the shown key combination can save time. If the task is rare, it is usually better to keep using the command palette search box instead of trying to memorize it.

Use the search box when:

- You only use the action occasionally
- You are unsure of the exact shortcut
- You want to compare similar actions before choosing one
- You are working in a different admin area and need to confirm the available command

In Sherkety ERP & Website Platform, the best pattern is simple: search first, repeat often, then let the visible hint become familiar through use.

Recognizing how shortcut hints are shown in the results list

Shortcut hints are easiest to use when you know exactly where to look. In Sherkety ERP & Website Platform, the command palette is the place where you discover them. You do not need to leave the search window or open another screen.

Each result appears as a single row in the command palette list. The action label is the main text you read first. The shortcut hint appears within that same row as a keyboard combination, making it visually different from the action name. This formatting helps you separate “what the action does” from “which keys trigger it.”

When you search, the list updates to show only matching actions. If a matching action has a shortcut assigned, the hint remains visible in that filtered result row. This is useful because you can narrow the list with a few letters and still read the shortcut without opening the action first.

Pay attention to these visual cues:

- **Action label:** the name of the command you can run
- **Shortcut hint:** the key combination shown in the same row

- **Filtered match:** a result that stays visible because it matches what you typed

The command palette remains the discovery surface throughout this process. You search, scan the result rows, and read the shortcut directly there. If the action is available in your current admin context, the hint appears with it. If the action is not available where you are working, it may not appear in the list at all.

[SCREENSHOT: Close-up of a single command palette result row with the action label on the left and the keyboard shortcut hint aligned within the same row]

This layout is helpful because it turns every search into a small training moment. Even when you do not plan to memorize shortcuts, the result list keeps showing them where you are already looking.

Getting the most from shortcut hints in daily editing and administration

The most effective way to use shortcut hints is to start small. In Sherkety ERP & Website Platform, choose the 3 to 5 actions you use most often in the command palette and learn those first. Trying to remember every visible hint usually makes them harder to use.

Focus on actions that support your daily routine. For Content Editors, that may mean content-related actions and common navigation into editing areas. For Administrators, it may mean moving quickly between **Dashboard**, **Content**, **Users**, **Settings**, **Services**, **Pricing**, and **SEO**. These are the kinds of actions where a remembered shortcut can save repeated clicks.

Use the command palette as a reminder tool while you build the habit:

- Search for the same action a few times
- Read the shortcut hint each time it appears
- Try the shortcut on your next visit
- Return to the command palette if you need a reminder

This repeat-and-check approach is more practical than studying shortcuts separately. Because the hint appears next to the action label, you learn it in the exact context where you use it.

If your team shares training notes or internal how-to guides, refer to actions by the labels shown in the command palette. That keeps everyone aligned. Instead of saying “use the shortcut for the user area,” say “search for **Users** in the command palette

and look at the hint shown in that row.” Shared wording makes it easier for editors and administrators to find the same action and recognize the same shortcut.

[SCREENSHOT: Command palette showing commonly used admin destinations that a team might memorize first]

A small set of familiar shortcuts is usually more valuable than a long list you rarely use.

Fixing cases where shortcut hints do not appear or do not work

Sometimes you will find an action in the command palette but see no shortcut hint beside it. In Sherkety ERP & Website Platform, that usually means the action does not have an assigned keyboard shortcut. You can still select it from the results list and continue working normally.

If the action you expect is missing, start with the search term. Try a simpler word or the exact label used in the admin navigation. For example, search for **Content**, **Users**, **Settings**, **Services**, **Pricing**, or **SEO** rather than a longer phrase. If you still do not see it, the action may not be available from your current admin view.

When a shortcut hint is visible but pressing the keys does nothing, the most common issue is a shortcut conflict. Your browser, operating system, or another active feature may already be using the same key combination. In that case, return to the command palette and run the action from the list instead of relying on the shortcut.

Use this quick check when something feels inconsistent:

- Confirm the action appears in the command palette
- Confirm the shortcut hint is actually shown in that result row
- Make sure you are in the expected admin area
- Try the action from the command palette list
- If the shortcut still does not respond, assume another shortcut is taking priority

If you can open the command palette reliably but not the shortcut itself, treat the palette as the source of truth. Search for the action again and confirm the exact hint shown there before trying to memorize it.

[SCREENSHOT: Command palette with one result showing no shortcut hint and another showing a visible key combination]

This is especially useful when you switch between browsers or devices, where keyboard behavior may feel slightly different.

Overview

Keyboard shortcut hints in Sherkety ERP & Website Platform help you move from “searching for an action” to “running it instantly” over time. The command palette is where that transition happens. You open it, type an action name, review the matching results, and notice whether a keyboard combination appears beside the action label.

The key idea is simple:

- The command palette helps you find actions right now
- The shortcut hint helps you do the same action faster later

This document focuses on reading those hints directly from the command palette results list. That is different from the broader command palette basics covered in [Using the Command Palette for Quick Navigation](#). Here, the goal is not just to find a command once, but to recognize which commands are worth memorizing for repeat use.

Shortcut hints are especially useful in the admin area for people who repeat the same workflows throughout the day. Content Editors can use them to speed up content-related work and repeated navigation. Administrators can use them to move quickly between management areas such as **Dashboard**, **Content**, **Users**, **Settings**, **Services**, **Pricing**, and **SEO**.

Keep in mind that shortcut hints are visible only when they are assigned to a command. If no hint appears, use the command palette result as usual. Over time, the most valuable shortcuts are the ones tied to your own routine, not every command you happen to see.

The next step is learning how those visible hints work together with command search during everyday use in [Using Keyboard Shortcut Hints With Command Search](#).

Prerequisites

Before using keyboard shortcut hints in Sherkety ERP & Website Platform, make sure these basics are already in place:

- You can sign in to the admin area successfully
- You know how to open the command palette from the keyboard

- You are comfortable typing action names into the command palette search box
- You have access to the admin sections you want to open, such as **Dashboard**, **Content**, **Users**, **Settings**, **Services**, **Pricing**, or **SEO**

It also helps if you have already read [Using the Command Palette for Quick Navigation](#), since this guide builds on that workflow instead of repeating it.

You do not need to memorize any shortcuts before starting. In fact, this guide works best if you begin with actions you already use regularly and let the command palette teach you the visible hints over time.

For the smoothest experience:

- Work from a keyboard rather than relying only on mouse navigation
- Start in a familiar admin area, such as **Dashboard** or **Content**
- Search for actions by their visible labels in the interface
- Expect that some results will show shortcut hints and some will not

If a shortcut hint is not shown, you can still run the action from the command palette. If a shortcut does not respond when pressed, use the result list and confirm the visible hint again later.

Once you are comfortable spotting hints in the results list, continue with [Using Keyboard Shortcut Hints With Command Search](#) to build a faster everyday workflow.