

Keyboard Shortcuts

Encompass® Broker Edition



All keyboard shortcuts are described in the tables below. The options you can access will vary based on the settings in your user profile.

Some options are shown with two keyboard shortcuts. Shortcuts in the second, right-hand column are “global” shortcuts. For example, no matter where you are in Encompass, if the print function is available, the global shortcut is Ctrl+P.

Some menus (such as the Forms menu on the Loans tab) contain duplicate shortcuts. Press the last key in the shortcut as many times as needed to locate the desired form, and then press Enter. For example, for the 1003 URLA input form, press Alt+F+U+1.

MENU BAR: Encompass (Alt+E)

Instant Messenger	Alt+E+I	Ctrl+I
Loan Mailbox	Alt+E+M	Ctrl+M
Calculator	Alt+E+U	Ctrl+U
Settings	Alt+E+S	
Exit	Alt+E+X	Alt+F4

MENU BAR: View (Alt+V)

Home	Alt+V+H	Ctrl+Shift+H
Pipeline	Alt+V+P	Ctrl+Shift+P
Loan	Alt+V+L	Ctrl+Shift+L
eFolder	Alt+V+F	Ctrl+Shift+F
Contacts > Borrower Contacts	Alt+V+C+B	Ctrl+Shift+B
Contacts > Business Contacts	Alt+V+C+U	Ctrl+Shift+U
Contacts > Calendar	Alt+V+C+C	Ctrl+Shift+C
Contacts > Tasks	Alt+V+C+T	Ctrl+Shift+T
Contacts > Campaigns	Alt+V+C+M	Ctrl+Shift+M
Dashboard	Alt+V+D	Ctrl+Shift+D
Reports	Alt+V+R	Ctrl+Shift+R

MENU BAR: Help (Alt+H)

Encompass Help	Alt+H+H	F1
HelpPad	Alt+H+P	
Tutorials	Alt+H+T	
Glossary	Alt+H+G	

Guides & Documents	Alt+H+U	
Encompass Training	Alt+H+R	
Technical Support Options	Alt+H+O	
Diagnostic Mode	Alt+H+D	
Feedback	Alt+H+F	
ICE Mortgage Technology Home Page	Alt+H+I	
Release Notes	Alt+H+N	
About Encompass	Alt+H+A	

HOME: (Alt+M)

Home Page	Alt+M+H	
Back	Alt+M+B	Alt+Left
Forward	Alt+M+F	Alt+Right
Refresh	Alt+M+R	F5
Stop	Alt+M+S	
Print	Alt+M+P	Ctrl+P
View Welcome Message	Alt+M+W	

PIPELINE: (Alt+P)

New Loan	Alt+P+N	Ctrl+N
Edit Loan	Alt+P+E	
Open Recent	Alt+P+R	
Duplicate Loan	Alt+P+U	
Import	Alt+P+I	Alt+I
Move to Folder	Alt+P+M	Alt+M
Transfer	Alt+P+T	Alt+T
Delete Loan	Alt+P+D	Alt+D
Refresh	Alt+P+F	F5
Export to Excel > Selected Loans Only	Alt+P+E+S	
Export to Excel > All Loans on All Pages	Alt+P+E+A	
Print Forms	Alt+P+P	Ctrl+P
Manage Alerts	Alt+P+A	