

TRACE v5.0 Cheat Sheet

Tip: Select default **Target Workspace** and default **Target Instance** in the top row of Trace!

Area	Function	Shortcut	Description
Evidence	New Evidence	N	Create n ew Evidence in Evidence Inventory (Please note that focus must be in Evidence Inventory).
	Edit Evidence	E or ⌘	E dit the selected Evidence or double-click at Evidence row to edit.
	Create Evidence Reference	<CTRL><ALT> F	Create an Evidence reference from a html-text field in a Record or Note
	Open Evidence Inventory	I	Open Evidence Inventory Window in Grid view
Records	Create Record	One of: C R O W S Q or ⌘	Create Record of type (select BP/GP in List or Grid View before): C omment / R ecommendation / O bservation / W eakness / S trength / Q uestion
			Or drag'n'drop from Evidence list to BP/GP row or node
	Select Record	1-9 or ⌘	Select the record with the number indicated. (select row in Grid view before!) Click at record row number with your mouse. Use <CTRL> to multi-select.
	Edit Record	E , <Enter> , or ⌘	E dit the selected Record or single-click at Record text to edit. Mouse: Text will highlight on hover.
	Request Record Template	T	Select BP or GP and request t emplate to search and select previously stored Record
	Toggle General/Presentation	G/P	Toggle g eneral checkbox / Toggle p resentation checkbox (select Record before!)
	Move/ Copy Record(s)	M/D	M ove/ C opy (D uplicate) selected record(s) to target workspace
	Jump to Record	J	J ump/scroll to a specific record id in current selected process (only available in grid view)
	Create Ticket(s)	<SHIFT> J / K	List view: Select a Record and use <SHIFT> j to submit the Record, <SHIFT> k to submit all visible Records to configured ticket system.
	Ratings	Rate BP/GP or PA <i>Or ⌘ click directly at the color!</i>	<Enter> <SHIFT><Enter>
Overlay	Open Overlay Configuration	Y	Open Overlay Configuration window
Guidelines	Assessor Assistant Symbols		<ul style="list-style-type: none"> ⋯ : Not ready. Not all referred BPs/GPs/PAs are rated. ✓ : The Guideline is automatically evaluated to Met 🚩 : The Guideline is automatically evaluated to Broken 👤 : Must be manually evaluated (automatic evaluation not possible with the current ratings) 🐾 : Automated guideline evaluation not available/configured. Must be manually evaluated.
			<p><i>Tip – in Trace try to:</i></p> <ul style="list-style-type: none"> - Hover symbols to see information - Hover BPs to see Weaknesses
	Mark Guideline as “Handled”	H	Toggle Guideline between h andled/unhandled (Symbol: ☺)
	Mark Guideline as “Broken”	B	Mark Guideline as b roken (Red if Rule(Symbol: 🚩), Orange if Recommendation(Symbol: 🗡))
	Add Comment	C	Add c omment (Symbol: ☺), e.g., when a Guideline is broken
Toggle “Suspect”	S	Toggle s uspect indication (Symbol: 🚨) for a Guideline	
Various	Jump between windows (List view)	<CTRL> → or ←	Jump between windows with Model Tree, Records, and Evidence Inventory
	Expand/Collapse Tree (List view)	+ / -	Select node in Assessment Model, click + to expand tree below, click - to collapse
	Cut, Copy, Paste text	<CTRL> X C V	Cut (x) or Copy (c) selected text from Notes or Records and paste (v) text into Notes or Records
	Save	<CTRL> S	Save & Close in Record, Evidence, and Notepad windows
	Cancel	<ESC>	Cancel without saving in Record, Evidence, and Notepad windows

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