

Enterprise Hot Key Listing

<u>Record Type</u>	<u>Navigate to...</u>	<u>Add New...</u>
Employee	Ctrl + 1	Alt + 1
Customer	Ctrl + 2	Alt + 2
Order	Ctrl + 3	Alt + 3
Assignment	Ctrl + 4	Alt + 4
Contact	Ctrl + 5	Alt + 5

Time Entry

Back Office Dash	Alt + T
Time Entry	Alt + I
Navigate to Employee Lookup	+ (keypad)
Navigate to Customer Lookup	*(keypad)
Copies Current Transaction	Alt-C
Link*	Alt-L
Unlink*	Alt-U

*Only available with TimeCard Linker

Misc

Save	Ctrl + S
Refresh	F5
Resume Parser	Alt + Shift + 1 OR Alt + Shift + R
Calendar	Alt + F12
Back	Alt + Left Arrow
Forward	Alt + Right Arrow
Home	Alt + Home
Reports	Alt + R
Switch Branch	Alt + B