

Timeslips 2006 Keyboard Shortcuts

General Shortcuts	
Select Entire Contents of Current Field	Ctrl + A
Approve or Clear Bills	Ctrl + Shift + A
Generate Bills	Ctrl + B
Billing Assistant	Ctrl + Shift + B
Copy Selected Text to Clipboard	Ctrl + C
Dial the Phone	Ctrl + D
Client Funds List	Ctrl + F
Budgets	Ctrl + G
Client History	Ctrl + H
Timekeeper History	Ctrl + Shift + H
Client List	Ctrl + I
Time and Expense Slip List	Ctrl + M
Mini Slip View	Ctrl + Shift + M
New (Name, Slip, Transaction, Report, Etc.)	Ctrl + N
Open (Name, Slip, Transaction, Report, Etc.)	Ctrl + O
Print (Slips, Transactions, Report, Etc.)	Ctrl + P
Report List	Ctrl + R
Client References	Ctrl + Shift + R
Save (Slip, Report, Transaction, Etc.)	Ctrl + S
Accounts Receivable Transaction List	Ctrl + T
Timekeeper Information	Ctrl + U
Paste Text from Clipboard	Ctrl + V
Close all Dialogs, Except the Navigator	Ctrl + W
Cut Selected Text to Clipboard	Ctrl + X
Task Information	Ctrl + Y
Expense Information	Ctrl + Shift + Y
Revert Last Entry in a Text Field	Ctrl + Z
Open the n^{th} Page of a Tabbed Dialog Box	Ctrl + n
Find a Report	Ctrl + F2
Create a Report	Ctrl + F3
New	F3
Stop All Timers for Current Login	Ctrl + F5
Stop All Timers in Current Database	Alt + F5
Open Next Page in Tabbed Dialog Box	F6
Open Previous Page in Tabbed Dialog Box	Shift + F6
Slip Entry Summary	F9
Navigator	Ctrl + F10

Name List dialog boxes (such as Client List dialog box)	
Display and Sort by Nickname 1	Ctrl + Shift + 1
Display and Sort by Nickname 2	Ctrl + Shift + 2
Previous Page	Shift + F6
Next Page	F6
Delete Name	Ctrl + Del
Slip & Transaction List dialog boxes (such as Time and Expense Slip List dialog box)	
Duplicate Slip	Ctrl + Shift + D
Find Slip or Transaction	Ctrl + Shift + F
Go to Slip or Transaction	Ctrl + Shift + G
Bookmark Slip	Ctrl + Shift + K
Update List	Ctrl + Shift + L
Start/Stop Time on Slip	F5 or Ctrl + Shift + T
Delete Selected Slip or Transaction	Ctrl + Del
Report List dialog box	
Delete Selected Report	Ctrl + Del
Acquire Filters from Other Windows	Ctrl + Shift + F
Previous Page	Shift + F6
Next Page	F6
Reference Entry dialog box	
New Name	Ctrl + N
First Name	Ctrl + Page Up
Previous Name	Page Up
Next Name	Page Down
Last Name	Ctrl + Page Down
Slip Entry dialog box	
Slip List	Ctrl + L
Revert Slip	Esc
First Slip	Ctrl + Page Up
Previous Slip	Page Up
Next Slip	Page Down
Last Slip	Ctrl + Page Down
Duplicate Slip	Ctrl + Shift + D
Find Slip	Ctrl + Shift + F
Go to Slip	Ctrl + Shift + G
Add/Remove Bookmark	Ctrl + Shift + K
Default Rate	Ctrl + Shift + L
Update Rate Rule	Ctrl + Shift + U
Transaction Entry dialog box (such as Accounts Receivable Entry dialog box)	
Transaction List	Ctrl + L
Revert Transaction	Esc
First Transaction	Ctrl + Page Up

Previous Transaction	Page Up
Next Transaction	Page Down
Last Transaction	Ctrl + Page Down
Find Transaction	Ctrl + Shift + F
Go to Transaction	Ctrl + Shift + G
Name Fields	
Nickname 1	Ctrl + Shift + 1
Nickname 2	Ctrl + Shift + 2
Switch to Task (from Expense Field)	Ctrl + Shift + 3
Switch to Expense (from Task Field)	Ctrl + Shift + 4
Report Entry dialog box	
Reports List	Ctrl + L
Acquire Filters from Other Windows	Ctrl + Shift + F
Revert Report	Esc
Information dialog boxes (such as Client Information dialog box)	
Name List	Ctrl + L
First Name	Ctrl + Page Up
Previous Name	Page Up
Next Name	Page Down
Last Name	Ctrl + Page Down
Revert Name	Esc
Text Fields	
Insert Private Text Indicator	Alt + Ins
Spell Check Current Word	F4
Spell Check Entire Field	Shift + F4
Open Abbreviations dialog box	Ctrl + F7
Date Fields	
Same as Previous Date	S
Today	T
Previous Day	< or – or ↑
Next Day	> or + or ↓
Calendar	C