

Timeslips Shortcut Keys

Timeslips provides many ways to access commands and dialog boxes. These shortcut keys are available in specific areas of Timeslips. To access a command, press the key or keys indicated. For example, press **Ctrl+N** to create a new record. This means that you press and hold the **Ctrl** key, and then press the **N** key.

Slip List dialog box

New slip	Ctrl+N
Duplicate slip	Shift+Ctrl+D
Open slip	Ctrl+O
Find slip	Ctrl+Shift+F
Go to slip	Ctrl+Shift+G
Bookmark slip	Ctrl+Shift+K
Start/stop time on slip	F5, Ctrl+Shift+T
Print list of slips	Ctrl+P
Update slip list	Ctrl+Shift+L
Delete selected slip	Ctrl+Del

Slip Entry dialog box

New slip	Ctrl+N
Duplicate slip	Ctrl+Shift+D
Clone field from the previous slip	Ctrl+Shift+C
Clone the rest of the fields	Ctrl+Shift+E
Add/remove bookmark	Ctrl+Shift+K
Use default rate	Ctrl+Shift+L
Update rate rule	Ctrl+Shift+U
Switch to slip list	Ctrl+L
Revert changes on slip	Esc
Save slip	Ctrl+S
Find slip	Ctrl+Shift+F
Go to slip	Ctrl+Shift+G
Move to first slip	Ctrl+PgUp
Move to previous slip	PgUp
Move to next slip	PgDn
Move to last slip	Ctrl+PgDn

Date fields

Same as previous date	S
Today	T
Previous day	<, +, Down
Next day	>, -, Up
Calendar	C

Transaction List dialog boxes

New transaction	Ctrl+N
Open transaction	Ctrl+O
Find transaction	Ctrl+Shift+F
Go to transaction	Ctrl+Shift+G
Print list of transactions	Ctrl+P
Update transaction list	Ctrl+Shift+L
Delete selected transaction	Ctrl+Del

Transaction Entry dialog boxes

(ex: the Accounts Receivable Entry dialog box)

New transaction	Ctrl+N
Switch to transaction list	Ctrl+L
Revert transaction	Esc
Save transaction	Ctrl+S
Find transaction	Ctrl+Shift+F
Go to transaction	Ctrl+Shift+G
Move to first transaction	Ctrl+PgUp
Move to previous transaction	PgUp
Move to next transaction	PgDn
Move to last transaction	Ctrl+PgDn

Report List dialog box

New report	Ctrl+N
Open report	Ctrl+O
Print report	Ctrl+P
Acquire filters from other windows	Ctrl+Shift+F
Move to previous page of reports	Shift+F6
Next to next page of reports	F6
Delete selected report	Ctrl+Del

Report Entry dialog box

New report	Ctrl+N
Print report	Ctrl+P
Switch to report list	Ctrl+L
Acquire filters from other windows	Ctrl+Shift+F
Save report	Ctrl+S
Revert report	Esc

Name List dialog boxes

(ex: Client List dialog box)

New name	Ctrl+N
Open name	Enter, Ctrl+O
Sort by Nickname 1	Shift+Ctrl+1
Sort by Nickname 2	Shift+Ctrl+2
Delete name	Ctrl+Del

Name Information dialog boxes

(ex: Client Information dialog box)

Name list	Ctrl+L
New name	Ctrl+N
Revert changes	Esc
Move to previous page of info	Shift+F6
Move to next page of info	F6
Save name	Ctrl+S
Move to first name	Ctrl+PgUp
Move to previous name	PgUp
Move to next name	PgDn
Move to last name	Ctrl+PgDn

Name fields on slips

New name	Ctrl+Shift+N
Open name	Ctrl+Shift+O
Show nickname 1	Ctrl+Shift+1
Show nickname 2	Ctrl+Shift+2
Switch to task (from Expense field)	Ctrl+Shift+3
Switch to expense (from Task field)	Ctrl+Shift+4

Description and notes fields

Select entire contents of field	Ctrl+A
Copy selected text to clipboard	Ctrl+C
Delete selected text and place in clipboard	Ctrl+X
Paste text from clipboard	Ctrl+V
Delete the selected text	Ctrl+Del
Revert the last entry	Ctrl+Z
Spell check the current word	F4
Spell check the entire field	Shift+F4
Grammar check the entire field	Shift+F5
Open list of abbreviations	Ctrl+F7
Insert private text indicator	Alt+Ins