



**TIMESLIPS SHORTCUTS**

DESCRIPTION	KEY COMBINATION
Switch to List View of Slip List	Ctrl-L
Saves an item (i.e. slip, transaction, client, etc)	Ctrl-S
Saves an item AND creates a new one	Ctrl-N
Goes to a specific Slip (need Transaction ID / Slip #)	Shift-Ctrl-G
Abbreviations	Ctrl-F7
Next Slip	PgUp
Previous Slip	PgDn
Close all open windows except for Navigator	Ctrl-W

**DATE SHORTCUTS**

DESCRIPTION	KEY COMBINATION
Enter today's date in date field	T
Use the Same Date (i.e. for End Date of Selection)	S
Enter a different day in the same month Example: If today is 11/25/2017, and you type 15 in the date field, it will show 11/15/2017	Number of day of the month (i.e. 15)
Enter a short form of date (within same year) Example: If today's date is 5/20/2017 and you type in 0520, it will show 5/20/2017	Two digits for month Two digits for Day (i.e. 0520)
Increase or decrease date in date field (you can also use the up/down arrows on keyboard)	+ or - ↑ or ↓