# Enterprise - Tips and Tricks to Save Clicks

Last Modified on 02/26/2025 3:22 pm CST

Complimentary Webinar - Tips and Tricks to Save Clicks!from TempWorks Training on Vimeo.

For best viewing quality, expand the *HD* option, and select 1080p:



### **Enterprise Infinity Tips and Tricks To Save Clicks**

As creatures of habit, we sometimes continue to do the same thing in the same way because we are "used to it". There may be an easier way to accomplish a goal but we are familiar with our "old ways" and are often too busy to take the time to learn something new. Work gets busy and we don't have time to "play around" with TempWorks Enterprise to learn little features that would make work so much easier.

"Tips and Tricks to Save Clicks" will cover some of the ways in which you may be able to shave precious seconds off different tasks that need to be performed each day.

#### Forward/Back:

At the top of TempWorks Enterprise, no matter where you go, the 'forward and back' icons are always visible:



Use them exactly the same way you would in an internet browser, click the left facing button to navigate back through forms you've opened in TempWorks and the right facing button to navigate forward through those forms.

#### Up/Down:

After conducting a search, double click to open the first record in your search result and go to the form you'd like to view within that record:

🧲 ← → ▼   🏠 🖻	Search for Employee	es, Customers, Orders, etc. 🔍		ALEXANDER.S
John Bro 7534 Jonestown Elmwood, MN		5015020		for your current filter setting
🥏 🗒 🚾 🖻 E 🕷		+++ G ★ ⊡ Q + + ► ta	asks ap	opointments socia
<ul> <li>visifile</li> <li>details documents</li> <li>integrations</li> <li>evaluations messages</li> <li>pay history</li> <li>pay setup tasks</li> </ul>	Email Address Desired Location	Brown, John Eligible for Hire Rate Desired		Resume Received 19 On File Active Assigned
search	messages			

Click the 'down' arrow to go to the next record in your search result list but stay on the same form within that record.

This is very useful if you want to do things like verify all direct deposit data has been entered for a list of employees. Or you may want to view everyone's education or interview notes without having to go back to your search results.

\*Note\* This feature is available in the employee, customer, order, assignment and contact areas of TempWorks Enterprise.

#### Recent Pages:

To view recently viewed pages click the down arrow in the upper left corner of TempWorks:

🕼 ← → 🔽 🏠 🗎	Search for Employe	ees, Customers, Orders,	, etc. 🔍		
L Machio, Ralph [Employee 429	95069363]				
💄 Vasco, Jackie [Employee 4295	5069261]				
L Crews, Terry [Employee 4295	038686]				₲★ピ♀★↓
Reality Landscape, Landscape [Customer 4295013124]					
Order 4295077998 Reality La	Torder 4295077998 Reality Landscape, Landscape [Order 4295077998]				
Gary & Son Landscape, Prima	ary [Customer 429501]	2931]			
evaluations	Desired Location		,		
messages	Hire Status	Eligible and Active		Rate Desired	
<ul> <li>pay history</li> <li>pay setup</li> </ul>	Notes	Doesn't like animals*			
tasks					
search	messages				

This will display all records which you have viewed since last logging into Enterprise.

\*Note\* Once you have a list the length of your monitor, the older records will drop off the list.

#### Wildcards:

Use the wildcard (%) in your searches.

If you are looking for a company by the name of "tile", using the % before the word "tile" in a search will bring up companies that have the word "tile" somewhere within the name:

€ + → ▼   ☆ 🖹	Search for Employees, Customers, Orders, etc. $\mathbb{Q}_{q}$	ALEXANDE
Reality La 3432 Thompso Eagan, MN 55		<ul> <li>Lunch at Perellis</li> <li>tasks appointments</li> </ul>
visifile <ul> <li>details</li> <li>defaults</li> <li>documents</li> <li>integrations</li> <li>invoice history</li> <li>invoice setup</li> <li>evaluations</li> </ul>	Customer %Tile Status ID Inc Enhance S Your search returned 8 results.	
messages payment history tasks	Custo   Customer Name   Department Na   E	Branch Active Status Phone Memphis SE 💌 A 651-45
search	429501 LVR Textiles Primary I	Memphis SE 💌 A Memphis SE 💌 A 651-55 Memphis SE 💌 H 651-77
emplovee	429496 The Tile Shop Primary P	Memphis SE 🛛 🗶 A

The wildcard can be used for any unknown string of characters such as, in searching for an employee with the last name of Jablonski, if you know the name begins with a J and ends with ski, search using the wildcard by formatting it as: J%ski.

\*Note\* This works in free text search fields only.

\*Note\* When searching you will automatically get a wildcard at the end of what you are searching for. For instance: Searching for "Jab" will return results of anyone whose last name begins with "Jab".

#### Brackets:

When conducting a search you may want to limit your result by the first letter of the search result.

For instance, when sending an email to all active employees, your search results may return more than the maximum allowable results (typically the limit is 1,000). You may want to search for only employees whose last names start with A through M.

To do this use brackets to surround the first letters of the names you want returned:

Last Name	[a-m]	SSN	All Records
First Name		ID	Active

#### Right Click to Quick Log:

After conducting a search to find the Employee who has called in available:

Your search returned 547 results. 👳 💩 💌 💿 🖡 🔻											
Drag a column header here to group by that column.											
ID	Last Name	First Name	Branch	Ph	one	Is Acti	ls Assi	Last Message	Zip C	HasR	Cell Phone
429501	Billings	Jeremy	Memphis SW	(79	96) 555-1785	×		Ended	55124		- /
429500	Bishop	Melanie	Memphis SE	(75	51) 459-5542	×		Ended	55416	×	(651) 895-4213
429501	Black	Joe	Memphis SE	(31	LO) 456-7896	×		Ended	92028		
429503	Bob	Joe	Memphis SE			×		Email			(262) 111-1111
429500	Bond	lamer	Memohic SE		Messages	84		Inded	55337		(258) 475-6985
429505	Bonham	Available Left Message	to Call	-	Send Email	_		vailable	60503		
429505	BonJovi	Reactivate	to call	Ļ	Send Email	to		nded	60586		
429506	Boop	X Deactivate		F	Send Text			wailable	31632		(229) 365-5252
429503	. BOOTER	Log Message			Set As Orde	r Candida	te	mail	14564		
429503	Botchi	Bruce	Memphis SE	5	Preview Res	ume		wailable	28405		(919) 561-1438
429502	Bradens	Anna	Memphis SE	100	Change ACA	Status		nded	55121		
429504	. Bradshaw	Luke	Memphis SE	100	Change ACA	Respons	e	мтс	55042	×	651651656
16133	Brandt	Paula	Memphis SE		Add Selecte	d to HotL	ist	nded			
12892	Branson	Kayla	Memphis SE	+	Navigate to			• laced	14850		
429501	Braue	Ann	Memphis SE	(32	21) 345-3455	×		Ended	32908		(321) 345-3455

Right click on the row which includes the Employee calling in available. Hover your mouse over Messages and select Available. This will log a Message that the Employee has called in Available.

This can also be used to log a message of Left Message to call, Reactivate, Deactivate.

Selecting Log Message will open the Message Dialog window.

#### **Right Click Navigation:**

After conducting a search from any of the main areas of TempWorks Enterprise (Employee, Customer, Order, Contact) right click on the row which includes the Employee you want to be working with. Hover your mouse over Navigate to:

Activity Tracker	roup by the	at column.								
Assignment Restrictions	t Name	Branch	Phone	ls Acti	ls Assi	Last Message	Zip C	HasR	Cell Phone	
Contact Methods	emy	Memphis SW	(796) 555-1785	×		Ended	55124			
Candidacy	lanie	Memphis SE	(751) 459-5542	×		Ended	55416	×		(651) 89
Direct Hire		Memphis 📍	Messages		•	Ended	92028			
Education		Memphis				Email				(262) 11
Interpersonal	les	Memphis				Ended	55337			(258) 47
Interview Questionnaire	an -	Memphis	Send Text			Available	60503			
Past Jobs		Memphis	Set As Order Ca	Indidate		Ended	60586			
Required Docs			Preview Resum			Available	31632			(229) 36
Test Scores	.y	99		atus						(229) 50
Transportation	RY	Memphis	Change ACA Re	sponse		Email	14564			
Unemployment	te	Memphis	Add Selected to	HotList		Available	28405			(919) 56
Work Experience	Visifil	• •	Navigate to		•	Ended	55121			
Work Interests	Detai	s 🔸 🖡		×		LMTC	55042	×		651
16133 Brandt	Pi Docur	ments	(765) 432-9273	×		Ended				
12892 Branson	Ki Integr	ations +	(321) 952-2421	×		Placed	14850			
429501 Braue	A evalua	ations 🕨	(321) 345-3455	×		Ended	32908			(321) 34
429502 Braue	Ye Mess	ages	(324) 534-5666	×		Available	14850			
429501 Brell	D Pay H	istory 🕨	(607) 881-8876	×		React	14850	×		
429503 Brewster	H Pay Se	etup 🕨		×		LMTC	55121	×		(651) 65
429503 Bridges	Tasks Pi		(470) 888-2323	×		LMTC	30120			(770) 60
429506 britches	Search WINNEY	h Iviciiius avV		×		Scheduled Intervi				(

Select the form within the employee record that you want to navigate to. An arrow to the right of the form name indicates there are sub-forms available.

This will navigate you directly to the form within the employee record

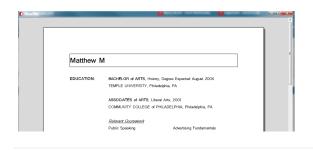
### Right click to view resume:

After conducting a search for an employee from the employee or 'order candidate search' areas right click on the line which includes the employee whose resume you would like to see.

Select the 'Preview Resume' action.

Your search retu	urned 547 resu	ults.								
Drag a column header	Drag a column header here to group by that column.									
ID Last Name	First Name	Branch	Phone Is Acti Is Assi Last Message	Zip C HasR Cell						
429501 Billings	Jeremy	Memphis SW	(796) 555-1785 💌 📃 Ended	55124						
429500 Bishop	Melanie	Memphis SE	(7 Messages	55416						
429501 Black	Joe	Memphis SE	(3 Send Email	92028						
429503 Bob	Joe	Memphis SE	Send Email to							
429500 Bond	James	Memphis SE	(8 Send Text	55337						
429505 Bonham	Jason	Memphis SE	💼 Set As Order Candidate le	60503						
429505 BonJovi	John	Memphis C	🔉 Preview Resume	60586						
429506 Boop	Betty	Memphis SW	💱 Change ACA Status le	31632						
429503 BOOTER	MARY	Memphis SE	(5 😻 Change ACA Response	14564						
429503 Botchi	Bruce	Memphis SE	(9 📕 Add Selected to HotList le	28405						
429502 Bradens	Anna	Memphis SE	(6, 🕈 Navigate to 🕨	55121						
429504 Bradshaw	Luke	Memphis SE	💌 📃 LMTC	55042						
16133 Brandt	Paula	Memphis SE	(765) 432-9273 💌 📃 Ended							

#### This employee's resume will open:



#### Change and Rearrange Columns:

Any time a grid of information is displayed in TempWorks Enterprise, the columns can be rearranged as needed or desired.

#### Sort by Column:

Sort the grid based on any column by clicking on the header of the column by which you'd like to sort.

Drag a column header here to group by that column.										
ID Last Name	First Name	▼ Branch	Phone	Is Acti	ls Assi	Last Message	Zip C	HasR	Cell Phone	
429500 Bishop	Melanie	Memphis SE	(751) 459-5542	×		Ended	55416	×		(651) 895-4213
429503 Baldino	Megan	Memphis SE	(585) 256-4630	×		Ended	14614			
429503 Winderson	Max	Memphis SE	(653) 545-5566	×		Ended	55416			
429503 Kontorosvsky	Max	Memphis SE		×		DNA	30101			(404) 863-8399
429505 Crossman	Matthew	Memphis SW		×		React	54901	$\times$		
429505 Stien	Matt	Memphis SW	(651) 651-6565	×		Ended	55042	×		

'Click' once to sort in ascending order.

'Click' again to sort in descending order.

'Click' a third time to sort in original order.

#### Rearrange the Column Order:

By dragging and dropping the column header to where you want it to be you can rearrange any column. Drop the column header directly into the header bar.

our search retu	rned 547 res	sults.							<b>⊕</b> ±	⊻ 💽
Drag a column header	here to group by	ast Message								
ID Last Name	First Name	- Janch	Phone	Is Acti	ls Assi	Last Message	Zip C	HasR	Cell Phone	
429503 Ghandi	Mohatma	Memphis SE		×		Available	27617			
429500 Morrison	Miranda	Memphis SE	(987) 555-1321	×		Email	55306	×		(651) 55
429505 Harris	Miles	Memphis SE		×		Not Available	60617			
429503 Schabow	Mike	Memphis SE	(888) 555-5555	×		Ended	27511			
429504 Wagener	Mike	Memphis SE	(558) 558-5454	×		Ended	55044			(558) 47
429503 Shaw	Mike	Memphis SE	(404) 889-2514	×		Available	30092			

#### Group data by any column:

Group data by dragging and dropping the column header(s) to the area just above the headers:

lasResume	Branch	+								
ID	Last Name	First Name	- C.ench	Phone	ls Acti	ls Assi	Last Message	Zip C	riasR	Cell Phone
lasResum	e: True (130 items)									
Branch:	: Memphis NE (11 i	items)						<u> </u>		/
5508	Johnson	Tabitha	Memphis NE	(651) 350-93	×		Ended	55109	×	
5101	Farmer	Steve	Memphis NE	(651) 286-82	×		Email	3498	×	
12492	Greene	Stephanie	Memphis NE	(651) 871-18	×		Order Candidate	43220	×	
42950	1 Beach	Sandy	Memphis NE	(336) 757-0399	×		Ended	55121	×	
5635	Lawson	Ronald	Memphis NE	(651) 080-90	×		Ended	55121	×	(651) 987-3
16472	Ingram	Kathy	Memphis NE	(419) 555-0237	×		Placed	60684	×	
16510	Albin	Jamie	Memphis NE	(410) 877-8142	×		LMTC	43078	×	
5282	Sanders	James	Memphis NE	(651) 427-84	×		Message	48823	×	
16469	McMinn	James	Memphis NE	(817) 555-1301	×		Ended	14850	×	
12232	Peterson	Fran	Memphis NE	(651) 370-8370	×		Ended	55121	×	
42950	3 Jackson	Cherie	Memphis NE	(651) 555-5555	×		Available	55318	×	
Branch:	: Memphis SE (94 if	tems)								
42950	1 Moore	William	Memphis SE		×		Order Candidate	14850	×	1.1
420.40	7 1	A Realization	Manager 65	10071-001-0070	-		E	14050		

Once the grid is grouped click on any column Header to sort by that column.

To ungroup simply drag and drop the column headers back into the column header row.

#### Include or Exclude Columns:

Right click on the column header row to select or deselect columns.

Any column which has a check mark in front of it is currently displayed in the grid.

To hide a column click to remove the check mark.

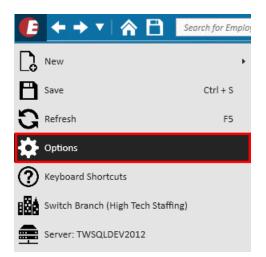
To unhide a column click to add the check mark.

#### Customize navigation tree options:

When working in TempWorks Enterprise there is always a main Navigational Tree in the lower left corner of your screen.

employee
customer
order
assignment
contact
pay / bill
reports
all options

The options displayed here can be changed. Navigate to the 'E' Button in the upper left corner of TempWorks Enterprise then select 'Options'.



Within Options select Navigation.

From the Select a Group section, click to highlight a group. The forms which will appear in the main Navigational Tree will be selected. This is indicated by an x in the box proceeding the form names:

<b>(</b> ) options			
Appearance User Settings	select a group: +	~	ct which forms you want to appear in your primary gation list:
Navigation	Service Rep	×	Employee
Email	AJ - Sales	×	Customer
Mass Mailer	Default	×	Order
	Payroll	×	Assignment
Dashboard	AJ Service Rep Sales	×	Contact
Default Printer	AJ Payroll		Dispatcher
	Altayion		Pay / Bill
			Calendar
		×	Reports
			Applicant
			Email
		-	HrCenter
		×	Task Manager
		<b>—</b> 1	Rate Sheet
		<b>—</b> 1	Resume Parser
			lob Candidates
			Contact Messages
		×	Contact Groups
		<b>—</b> 1	Paycards
			Vendors
			Administration
			Attendance
		×	Hot Lists
			WebVisit
		<b>—</b> 1	Evaluations
		<b>—</b> I	Integrations
			Worker Comp
			ACA
			Broadbean

Select the group you would prefer then click 'Save'.

Your navigational tree will now display only the forms for the group you've selected. If your SecRole permits you can create new groups by clicking the '+' icon.

#### Log Message on an Assignment:

If a message needs to be linked to an assignment (meaning it should show up on the assignment/order/contact/customer/employee) instead of starting the message from the assignment area, it can be added directly from the employee's visifile.

Look up the employee for whom the message needs to be logged. From the visifile, click to highlight the assignment you'd like to link the message to. Click on the 'message bubble' icon in the upper right of the 'visifile/assignments' area:

assignments									Ę	🗄 🖬 🛈
Customer	Title	Code	Start	End	Bill	Pay	Dept	Orde	Assign	Shift
Reagans Autobody	Material Handler	Open	10/31/2017		\$23.80	\$17.00	Primary	42950	430139	Graveyard
Real Steel	Bar Staff	EX	9/28/2017	11/7/2017	\$23.10	\$14.00	Primary	42950	430139	Graveyard
Real Steel	Drivers	RC	10/23/2017	10/30/2	\$30.45	\$21.00	shippi	42950	430138	Morning
Reality Landscape	Gardener	CE	10/11/2017	10/18/2	\$23.20	\$16.00	Lands	42950	430139	1st shift
Real Steel	Drivers	RL	10/1/2017	10/18/2	\$34.80	\$24.00	shippi	42950	430138	Morning

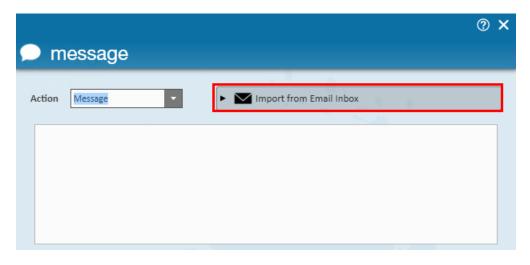
The message dialog box will open and the employee, customer, order and assignment will automatically be linked to the message.

Clicking the 'Link Contact' drop-down will display all contacts affiliated with this customer/department including their phone numbers. Select the contact to which this message should be linked:

					?
D mess	age				
Action Messa	ge	*	🔽 Imp	ort from Email Inbox	
				1	
Details	Email	Attachments		follow-up	
Date/Time	11/15/2017	1:13:07 PM		There are currently no follow-up items for the message.	115
Rep Name	alexander.sv	/anson		✓ create a task	
Link Employee	Machio, Ralp	oh	- <i>C</i>	schedule an appointment	
Link Employee Link Contact	Machio, Ralp	ph	<ul><li>₽</li><li>₽</li><li>₽</li></ul>	schedule an appointment	
	Machio, Ralp			schedule an appointment	
Link Contact		obody		schedule an appointment	
Link Contact Customer	Reagans Aut 4295078090	:obody )		schedule an appointment	
Link Contact Customer Link Order	Reagans Aut 4295078090	:obody )		schedule an appointment	
Link Contact Customer Link Order	Reagans Aut 4295078090	:obody )		schedule an appointment	
Link Contact Customer Link Order	Reagans Aut 4295078090	:obody )		schedule an appointment	

#### Import:

When logging a Message on a record in TempWorks, if an incoming email is in your email you will be able to import that email into the Message:



Click 'Import From Email Inbox' and the email subject lines from your inbox will be displayed. Select the email to import to this message. The verbiage can be modified prior to saving the message.

#### Email from a Message:

When logging a message, what you key in as the message text can be sent out as an email:

Type into the message the information you want sent via email.

Details Email	Attachments	follow-up There are currently no follow-up items for this message.
2.Subject: Check in Recipients Memphis SE <> 3. Ralph Machio <r.machio@< td=""><td>13</td><td>✓ create a task im schedule an appointment</td></r.machio@<>	13	✓ create a task im schedule an appointment
A		M Post

Click the Email tab within the message (1.). Click to place an x into the box in front of Send This Message As An Email (2.).

Select recipients by placing an x in front of:

- (3.) The email address associates with your branch.
- (4.) The person who is affiliated with the record for which you are logging the message.
- (5.) Any additional recipients

Click the 'Post' icon to save the message and send it as an email.

#### Message Attachments:

When logging a message (and sending an email via logging a message), a document can be attached to the message.



A message which has a resume attached will display a paperclip icon when viewing the messages from the Visifile:

messages				
Date	<ul> <li>Action</li> </ul>	Message		
6/23/2015	ResumeSent	Resume received		

Attaching a document to a message will also display that document in the Employee/Document area.

#### Message Record Links:

Messages can be manually linked to the records which are currently open in Enterprise:

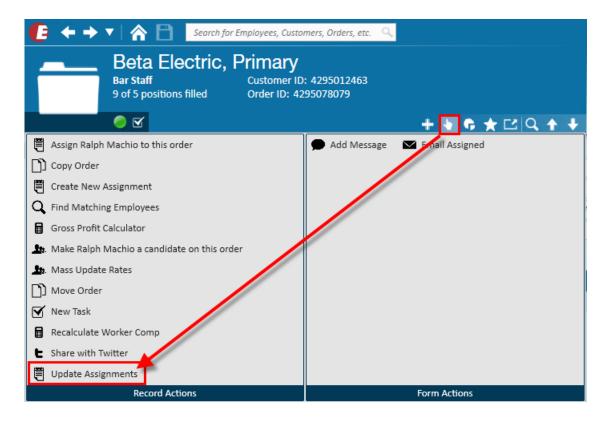
Details	Email	Attachments		
Date/Time	5/30/2013 2::	17:38 PM		
Rep Name	dwood			
Link Employee	Ferris, Kim			
Link Contact	Billings, Barba	ira	Ŧ	в
Customer	Crom Equipm	ent	Ŧ	д
Link Order	38810		Ŧ	д
Link Assignment	4301251728		Ŧ	ð

When logging a Message, if the message should be linked to other records click on the corresponding 'link' icon. This will link the message to the Contact, Customer, Order, Assignment or Employee whose record is currently open in that area of Enterprise.

\*Note\* this will work only if the record is currently OPEN in TempWorks Enterprise.

#### End Assignments en-mass:

From the 'order actions' menu click 'Update Assignments' to end any or all of the assignments affiliated with this Order:



This will display the list of assignments affiliated with this order:

ξ,	update assi	anments				® ×
✓ Ma X Des	ss Update Options elect All Assignments ple Assignments			-		
Up	Name	▲ Start Date	Performance Co	Message Action	Perf Note	End Date Est. End Date
×	Accrue, Jackie L	10/5/2017	Fair 👻	Ended	Did well but needed to be more prompt.	3. 11/15/2017 🔳 🔳
×	Accrue, Jackie L	12/1/2017	Open	Ended		
×	Allister, Adam	10/5/2017	Open	Ended		
×	Arkansas, Frank	10/5/2017	Excellent	Ended	Allstar worker	11/15/2017 12:
×	Bauer, Jack	10/5/2017	Open	Ended		
1				2		
0						🗙 Cancel 📑 Save

Select any or all assignment by clicking to place an x in front of the assignment. Indicate the 'Performance Code' (1.) and enter a 'Performance Note' (2.), if desired. Enter the 'End Date' (3.) for any (or all) assignments which are ending. These can be different dates. Select if an employee should be DNA'd from this customer.

\*Note\* This will DNA the Employee from only the department for the customer. Should an employee be DNA'd from the entire customer, navigate to the customer record and set the assignment restriction.

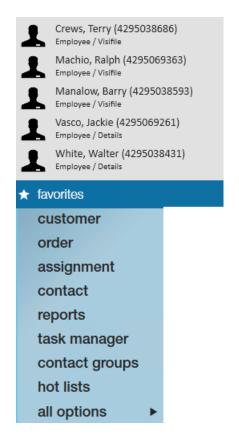
#### Favorites:

Make records (or forms within those records) your favorites. This will enable very easy access to those records/forms. Look up the record and navigate to the specific form you'd like easy access to, this can be an employee, customer, order, assignment or contact. Click the 'star' icon:

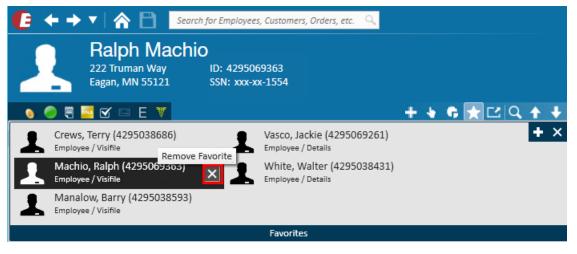
Then click the '+' icon:

6	🗲 🔶 🔻 🔺 🛜 🚺 Search	for Employees, Customers, Orders, etc. 🔍	
2	Ralph Machio 222 Truman Way Eagan, MN 55121	ID: 4295069363 SSN: xxx-xx-1554	
<b>0</b>	🖻 🛱 🚾 🗹 🖘 E 🔻		+ + 6 ★ 🗠 Q + +
1	Crews, Terry (4295038686) Employee / Visifile	Vasco, Jackie (4295069261) Employee / Details	+ ×
1	Machio, Ralph (4295069363) Employee / Visifile	White, Walter (4295038431) Employee / Details	
1	Manalow, Barry (4295038593) Employee / Visifile		
		Favorites	

This form of this record will now be accessible by clicking on the Star button either in the Avatar area of the type of record you'd like to view favorites (Employee, Customer, Order, Assignment or Contact) or from the navigational tree:

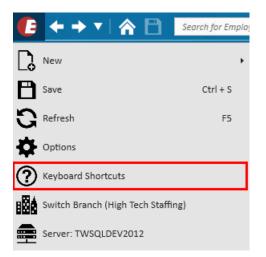


To remove this record from your favorites list click on either Star button then click the "x" next to the record to be removed from favorites:



#### Hot Keys:

There are a multitude of keyboard shortcuts (or hot keys) built into TempWorks Enterprise. If you are more of a "keyboard" person, this will help you navigate more quickly through TempWorks Enterprise. To view the list of hot keys click on the 'E' Menu at the top of your TempWorks Enterprise:



And select keyboard shortcuts:

## *i* keyboard shortcuts

	APPLICATION
F1 Ctrl + S F5 Alt + B	Help Save Record Refresh Switch Branch
	NAVIGATION
Alt + Home F2 Ctrl + 2 F3 Ctrl + 3 F4 Ctrl + 4 F6 Ctrl + 1 Ctrl + 5 Alt + 1 Alt + 1 Alt + F12 Alt + R Shift + Alt + 1 Shift + Alt + R	Home Customer Dashboard Customer Dashboard Order Dashboard Order Dashboard Assignment Dashboard Assignment Dashboard Employee Dashboard Employee Dashboard Contact Dashboard Back Office Dashboard Time Entry Dashboard Calendar Reports Resume Parser Resume Parser
0 🔺	× Close

#### RECORD Back Alt + Left Arrow Alt + Right Arrow Forward Alt + 1 Add Employee Add Customer Alt + 2 Alt + 3 Add Order Add Assignment Alt+4 Alt + 5 Add Contact Alt + 6 Add Message 0 X Close

<u>Additional Keyboard Shortcuts</u>:Control + A Select AllControl + G Navigate to specific Record from a Search result+ (keypad) Lookup by Employee name within Time Entry<sup>\*</sup> (keypad) Lookup by Customer lookup within Time EntryAlt + C CopyAlt + L Link Timecard\*Alt + U Unlink Timecard\*

#### ② ×

## **Related Articles**