# Keyboard Shortcuts

What are keyboard shortcuts?

Enterprise has Keyboard Shortcuts to help navigate through the software. These shortcuts are tremendously helpful for users who prefer to use the Keyboard over the mouse. The Keyboard Shortcuts are also helpful to navigate directly to a form instead of clicking several times to get to a form.

Basic list of keyboard shortcuts:

To view a list of Keyboard Shortcuts, click the E button in the upper left corner.

Select Keyboard Shortcuts:
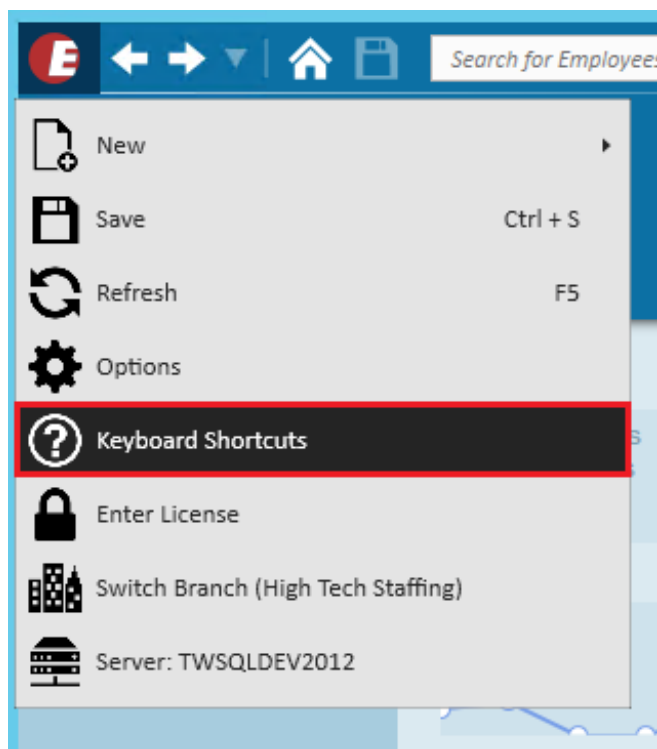
General Shortcuts:

Command	Shortcut

Command	Shortcut
Create Employee	Alt + 1
Create Customer	Alt + 2
Create Order	Alt + 3
Create Assignment	Alt + 4
Create Contact	Alt + 5
Navigate to Employee	Ctrl + 1
Navigate to Customer	Ctrl + 2
Navigate to Order	Ctrl + 3
Navigate to Assignment	Ctrl + 4
Navigate to Contact	Ctrl + 5
Cancel entered, unsaved data	ESC
Save data on current form	Ctrl + S
Refresh	F5
Resume Parser	Alt + Shift + 1 / Alt + Shift + R
Calendar	Alt + F12
Back	Alt + Left Arrow
Forward	Alt + Right Arrow
Home	Alt + Home
Reports	Alt + R
Switch Branch	Alt + B

Pay/Bill Shortcuts:

Command	Shortcut
Employee Lookup	Numpad PLUS (+)
Customer Lookup	Numpad MULTIPLY (*)

Time Entry Shortcuts:

Command	Shortcut
Back Office Dashboard	Alt + T
Time Entry	Alt + I
Filter by Employee Name	Numpad PLUS (+)
Filter by Customer Name	Numpad MULTIPLY (*)
Filter by SSN	PAGEUP
Copy Current Transaction (Create duplicate timesheet)	Alt + C
Add new adjustment to currently selected timecard	Alt + A
Toggles expanded timecard details	Numpad DIVIDE (/)

Timecard Linker Shortcuts:

Command	Shortcut
Link Timecard Image (From Timecard Image Linker)	Alt + L
Unlink Timecard Image (From Timecard Image Linker)	Alt + U
Rotates image counter-clockwise	Ctrl + UP
Rotates image clockwise	Ctrl + DOWN
Next page in the PDF	Ctrl + RIGHT
Previous page in the PDF	Ctrl + LEFT

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