

Timeslips Hidden Treasure #2 – Time Entry Shortcuts

Are you interested in learning some more shortcuts that will help you save time while entering your time? Timeslips Hidden Treasure #1 featured some handy right-click options. This time we want to expand on those and highlight **Time Entry Shortcuts** - the most popular shortcut keys used by **Integrated Visions'** clients. To access these commands from the Slip Entry screen, press the key or keys indicated. For example, press Ctrl+N to create a new slip record.

<i>Function</i>	<i>Shortcut Key(s)</i>
Save current slip & clear screen for new slip	Ctrl+N or F3
Save current slip and duplicate it for the next entry. Use this when entering repetitive slips such as copies. Then change the client, date and quantity fields	Shift + Ctrl +D
Clone filed. Copy specific field content from the previous slip.	F8
Clone rest. Copy information from the previous slip, starting from the current field to the last field.	Alt F8
Revert slip. Undo all slip entries and start over	Esc
Display Previous slip	Page Up

Display Next slip	Page Down
Insert private text indicator. These are used like internal post-it notes. Anything typed following the private text character will not appear on a bill but appears on pre-bills for internal review.	Alt + Insert
Spell check a single word in a description field. First, highlight the word.	F4
Spell check the entire field. First, click in that field.	Shift + F4
Open the Abbreviations list	Ctrl + F7
Automatically enter today's date by tabbing to the start date field to highlight it then type the shortcut key	T
Go to the next day on date field	+ or up arrow key
Go to the previous day on date	- or down arrow key

field	
Open the calendar on date field	C
Open Time & Expense List	Ctrl + L
Start & Stop Timer	F5
Dial the Phone and create a slip with the timer started. (Note: A modem & compatible phone system are required)	Ctrl + D
An error message appears while you are using Timeslips. Copy the message to your word processor, print it, and give to your system administrator	Alt + Prt Scr (to copy the message), then paste it into your word processor, print & give to your system administrator

We hope this list helps you to save time entering time. There are many more Timeslips shortcuts available, but this list summarizes shortcuts that are specific to time entry. Take some time over the next week to explore these Timeslips "Hidden Treasures". Please contact me with suggestions for future "Hidden Treasures."

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