

Keyboard Shortcuts

Use keyboard shortcuts to save time and boost productivity inside Paperless Pipeline.

Introduction

Paperless Pipeline provides a variety of keyboard shortcuts to enhance efficiency and streamline navigation. These shortcuts are available for both Windows and MacOS users, offering quick ways to add transactions, navigate the interface, and manage docs and tasks.

Quick Add

From anywhere in Pipeline, use the available hot keys to quickly add a transaction or upload docs.

Who Can Do This? Anyone with *Create Transactions* or *Upload Docs* permissions can use the respective shortcuts.

Add Transaction

- Ctrl + Alt + T (Windows)
- Ctrl + Opt + T (MacOS)

Upload Docs

- Ctrl + Alt + D (Windows)
- Ctrl + Opt + D (MacOS)

Quick Navigate

Use the following hot keys to quickly navigate to key pages within Pipeline.

Who Can Do This? Anyone with access to these areas can use the respective shortcuts.

Go to Home Page

- Ctrl + Alt + 1 (Windows)
- Ctrl + Opt + 1 (MacOS)

Go to Transactions List Page

- Ctrl + Alt + 2 (Windows)

- Ctrl + Opt + 2 (MacOS)

Go to Tasks Page

- Ctrl + Alt + 3 (Windows)
- Ctrl + Opt + 3 (MacOS)

Go to Unassigned Page

- Ctrl + Alt + 4 (Windows)
- Ctrl + Opt + 4 (MacOS)

Go to Unreviewed Page

- Ctrl + Alt + 5 (Windows)
- Ctrl + Opt + 5 (MacOS)

Go to Reports Page

- Ctrl + Alt + 6 (Windows)
- Ctrl + Opt + 6 (MacOS)

Go to Reference Page

- Ctrl + Alt + 7 (Windows)
- Ctrl + Opt + 7 (MacOS)

Go to Admin / Settings Area

- Ctrl + Alt + Z (Windows)
- Ctrl + Opt + Z (MacOS)

Transactions

While viewing a transaction, use the following shortcuts to quickly edit the transaction, or compose a note / email.

Who Can Do This? Anyone with access to view a transaction can use transaction shortcuts.

Edit a Transaction

- Ctrl + Alt + E (Windows)
- Ctrl + Opt + E (MacOS)

Compose a Note / Email

- Ctrl + Alt + N (Windows)
- Ctrl + Opt + N (MacOS)

Documents

While previewing a doc in Pipeline, use the following shortcuts to quickly navigate through it's pages.

Who Can Do This? Anyone with access to view a doc can use doc shortcuts.

Show Next Page

Press ">".

Show Previous Page

Press "<".

Jump to a Specific Page

Type in the page number.

Mark a Doc as Reviewed

- Alt + R (Windows)
- Opt + R (MacOS)

Show Previous Doc

Press "Shift" + ">".

Show Next Doc

Press "Shift" + "<".

Complete List of Hot Keys

Quick Add

Commands	Windows	MacOS
Add Transaction	Ctrl + Alt + T	Ctrl + Opt + T
Upload Docs	Ctrl + Alt + D	Ctrl + Opt + D

Quick Navigate

Commands	Windows	MacOS
Go to <i>Home</i> page	Ctrl + Alt + 1	Ctrl + Opt + 1
Go to <i>Transactions List</i> page	Ctrl + Alt + 2	Ctrl + Opt + 2
Go to <i>Tasks</i> page	Ctrl + Alt + 3	Ctrl + Opt + 3
Go to <i>Unassigned</i> page	Ctrl + Alt + 4	Ctrl + Opt + 4
Go to <i>Unreviewed</i> page	Ctrl + Alt + 5	Ctrl + Opt + 5

Go to <i>Reports</i> page	Ctrl + Alt + 6	Ctrl + Opt + 6
Go to <i>Reference</i> page	Ctrl + Alt + 7	Ctrl + Opt + 7
Go to <i>Admin / Settings</i> area	Ctrl + Alt + Z	Ctrl + Opt + Z
Transactions		
Commands	Windows	MacOS
Edit a Transaction	Ctrl + Alt + E	Ctrl + Opt + E
Compose a Note / Email	Ctrl + Alt + N	Ctrl + Opt + N
Documents		
Commands	Windows	MacOS
Move Forward a Page	>	>
Go Back a Page	<	<
Jump to a Specific Page	Type in the page number.	Type in the page number.
Show Previous Doc	Shift + ^	Shift + ^
Show Next Doc	Shift + v	Shift + v
Mark a Doc as Reviewed (for Admins)	Alt + R	Opt + R

Pipeline Pro Webinar: Keyboard Shortcuts

In this Pipeline Pro webinar, learn valuable keyboard shortcuts that will streamline and optimize your Pipeline skills.

[View more Pipeline Pro Webinars here →](#)

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