

Keyboard Shortcuts

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Move around Pipeline and add work without touching your mouse — a handful of hotkeys cover the moves you make most.

Introduction

The moves you make dozens of times a day are the ones worth not reaching for a mouse to do. Starting a transaction, dropping in documents, jumping over to Tasks or Reports: each of those is one key combination away from wherever you already are.

The set is deliberately small. A couple of shortcuts cover adding work, and the rest map onto the top menu in the order the menu already runs, so the number you press is the position you would have clicked. Every one of them is a modifier key held down plus a single letter or number, and the only thing that changes between a Windows machine and a Mac is which modifier you hold.

The payoff on any single one is a couple of seconds, which sounds like nothing until you're the person adding twenty transactions in a sitting. They work from anywhere in Pipeline, so there's no particular page you have to be on first. And picking up two or three is usually enough. Nobody needs the whole list committed to memory to get something out of it.

How It Works

Every shortcut is a modifier combo plus one key. Only the modifier changes between platforms.

Windows vs. Mac

On Windows, hold **Ctrl** + **Alt**. On Mac, hold **Ctrl** + **Option**. The final key is the same on both.

Quick Add

Add a transaction or upload docs from anywhere.

Action	Windows	Mac
Add a transaction	Ctrl + Alt + T	Ctrl + Option + T
Upload docs	Ctrl + Alt + D	Ctrl + Option + D

Quick Navigate

Jump straight to any top-menu page. The number matches the menu order.

Go to	Windows	Mac
Home	Ctrl + Alt + 1	Ctrl + Option + 1
Transactions	Ctrl + Alt + 2	Ctrl + Option + 2
Tasks	Ctrl + Alt + 3	Ctrl + Option + 3
Unassigned	Ctrl + Alt + 4	Ctrl + Option + 4
Unreviewed	Ctrl + Alt + 5	Ctrl + Option + 5
Reports	Ctrl + Alt + 6	Ctrl + Option + 6
Reference	Ctrl + Alt + 7	Ctrl + Option + 7

Keyboard Shortcuts FAQ

The shortcuts work the same on Windows and Mac, with just a different modifier key. Answers to the common questions about the Mac keys, where they work, and what they do. See [Keyboard Shortcuts FAQ](#).
