

## **Tips and Techniques Newsletter**

## Three CSI SyteLine Tricks You'll Love Trick #3

This is the third in our series of "Three CSI SyteLine Tricks You'll Love".

Just to reiterate: if you've been using CloudSuite Industrial/SyteLine 9 or 10 for some time you probably think you know all the tricks of the User Interface. Here's a few that you may already know, but if not these can make your life easier.

The three tricks are:

- Date Lookup by Partial Match
- Changing your Menu Theme for a more useful menu
- Pressing buttons without the mouse

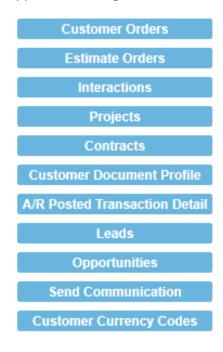
If you missed the previous tips, just send me an email at <u>Webrequests@LogicData.com</u>. I will send you the tip(s) you missed.

This week's Trick is:

## **Pressing Buttons without the Mouse.**

Personally, I don't like having to pick my fingers up off the keyboard to use the mouse. So anytime I can find a keyboard shortcut that does what my mouse does I feel I'm more productive.

One of the most common reasons for using the mouse is to click on the link buttons that appear on the right side of a form:



But in most cases these buttons have an equivalent "Alt-" keystroke. Hold down your "Alt" key and you will see an underlined letter on each of these buttons:

Customer Orders

Estimate Orders

Interactions

Projects

Contracts

Customer Document Profile

A/R Posted Transaction Detail

Leads

Opportunities

Send Communication

Customer Currency Codes

That letter is the shortcut key! Just press "Alt" and the letter for the button you want and SyteLine will open that form for you without you having to click the button with your mouse.

Unfortunately, not all buttons have an Alt letter, but most do. If you don't see an underlined letter when you press your Alt key it's because the programmer neglected to add it. Your IT department can fix this rather quickly.

I hope you find these useful and improve your productivity!

If you have any ideas regarding Tips or Techniques you would like to see in the future, please let us know.

Visit our website

LogicData | (303) 694-4400 | www.LogicData.com

STAY CONNECTED

