Keyboard Shortcuts

Learn all about Paperless Pipeline's keyboard shortcuts for Windows and MacOS.

Who Can Do This? Anyone.

Quick Add

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

Add Transaction

To add a new transaction, press the keys:

- **Windows**: Ctrl + Alt + T
- **MacOS**: Ctrl + Option (Opt) + T

Upload Docs

To upload new docs, press the keys:

- **Windows:** Ctrl + Alt + D
- **MacOS:** Ctrl + Option (Opt) + D

Quick Navigate

From anywhere in Pipeline, use the available hot keys to quickly navigate to a certain page from the top menu.

Go to Home Page

To go to the *Home* page, press the keys:

- **Windows**: Ctrl + Alt + 1
- **MacOS**: Ctrl + Option (Opt) + 1

Go to Transactions List Page

To go to the *Transactions List* page, press the keys:

- **Windows:** Ctrl + Alt + 2
- **MacOS:** Ctrl + Option (Opt) + 2

Go to Tasks Page

To go to the *Tasks* page, press the keys:

- **Windows:** Ctrl + Alt + 3
- **MacOS:** Ctrl + Option (Opt) + 3

Go to Unassigned Page

To go to the *Unassigned* page, press the keys:

- **Windows:** Ctrl + Alt + 4
- **MacOS:** Ctrl + Option (Opt) + 4

Go to Unreviewed Page

To go to the *Unreviewed* page, press the keys:

- **Windows:** Ctrl + Alt + 5
- **MacOS:** Ctrl + Option (Opt) + 5

Go to Reports Page

To go to the *Reports* page, press the keys:

- **Windows:** Ctrl + Alt + 6
- **MacOS:** Ctrl + Option (Opt) + 6

Go to Reference Page

To go to the *Reference* page, press the keys:

- **Windows:** Ctrl + Alt + 7
- **MacOS:** Ctrl + Option (Opt) + 7

Go to the Admin / Settings Area

To go to the *Admin / Settings* area, press the keys:

- **Windows:** Ctrl + Alt + Z

- **MacOS:** Ctrl + Option (Opt) + Z

Transactions

Use the available transaction hot keys while you're viewing a transaction.

Edit a Transaction

To edit the transaction you are viewing, press the keys:

- **Windows:** Ctrl + Alt + E
- **MacOS:** Ctrl + Option (Opt) + E

Compose a Note / Email

To compose a note or email on a transaction, press the keys:

- **Windows:** Ctrl + Alt + N
- **MacOS:** Ctrl + Option (Opt) + N

Documents

While you're previewing documents in Pipeline, use the available hot keys to quickly navigate through docs and (for admins) mark them as reviewed.

Move Forward a Page

Press the **Right Arrow (→)** key.

Go Back a Page

Press the **Left Arrow (←)** key.

Jump to a Specific Page

Type the page number.

Go to First / Last Page

- **First Page:** Shift + Left Arrow (←)
- **Last Page:** Shift + Right Arrow (→)

Show Previous Doc

Press **Shift + Up Arrow (↑)**.

Show Next Doc

Press **Shift + Down Arrow (↓)**.

Mark a Doc as Reviewed (Admins Only)

- **Windows:** Alt + R
- **MacOS:** Option (Opt) + R

Close Preview

Press the **Esc** key.

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 *Home* page	Ctrl + Alt + 1	Ctrl + Opt + 1
Go to *Transactions List* page	Ctrl + Alt + 2	Ctrl + Opt + 2
Go to *Tasks* page	Ctrl + Alt + 3	Ctrl + Opt + 3
Go to *Unassigned* page	Ctrl + Alt + 4	Ctrl + Opt + 4
Go to *Unreviewed* page	Ctrl + Alt + 5	Ctrl + Opt + 5
Go to *Reports* page	Ctrl + Alt + 6	Ctrl + Opt + 6
Go to *Reference* page	Ctrl + Alt + 7	Ctrl + Opt + 7
Go to *Admin / Settings* 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	Right Arrow (→)	Right Arrow (→)
Go Back a Page	Left Arrow (←)	Left Arrow (←)
Jump to a Specific Page	Type page number	Type page number
First Page	Shift + Left Arrow (←)	Shift + Left Arrow (←)
Last Page	Shift + Right Arrow (→)	Shift + Right Arrow (→)
Show Previous Doc	Shift + Up Arrow (↑)	Shift + Up Arrow (↑)
Show Next Doc	Shift + Down Arrow (↓)	Shift + Down Arrow (↓)
Mark a Doc as Reviewed (for Admins)	Alt + R	Opt + R
Close Preview	Esc	Esc

Pipeline Pro Webinar: Keyboard Shortcuts

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

🕐 19:28

View more Pipeline Pro Webinars here →