

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:

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

Upload Docs

To upload new docs, press the keys:

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

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:

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

Go to Transactions List Page

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

- Ctrl + Alt + 2 (Windows)
- Ctrl + Opt + 2 (MacOS)

Go to Tasks Page

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

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

Go to Unassigned Page

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

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

Go to Unreviewed Page

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

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

Go to Reports Page

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

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

Go to Reference Page

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

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

Go to the Admin / Settings Area

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

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

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:

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

Compose a Note / Email

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

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

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.

Show Next Page

To show the next page of the document, press ">".

Show Previous Page

To show the next page of the document, press "<".

Jump to a Specific Page

To jump to a specific page, type in the page number.

Mark a Doc as Reviewed

To mark a doc as reviewed, press the keys:

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

Show Previous Doc

To show the previous document, press "Shift" + ">".

Show Next Doc

To show the next document, 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.

 19:28

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