



## Date and Time keyboard shortcuts in CaseTrakker

At times it may be quicker to use a keyboard shortcut when entering information into CaseTrakker. For example, when entering dates and times in the "**Date and Time**" fields, you can use the following keyboard shortcuts to cut down on the number of mouse movements and clicks. :

### In any date field in CaseTrakker:



Just select the **Date** field and hit one of the keyboard shortcut keys described below and that date will display in the field:

- T = Today's date
- W = First date of the current week
- K = Last date of the current week
- M = First date of the current Month
- H = Last date of the current Month
- Y = First date of the current Year
- R = Last date of the current Year

### In any Time field in CaseTrakker:



Just select the **Time** field and hit one of the keyboard shortcut keys described below and that time will displayed in the field:

- N = Current time of day

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