

# Tip of the Week: TimeSync

## Keyboard Shortcuts

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Keyboard shortcuts not only increase productivity but also saves your time. Shortcuts make your work more efficient in certain tasks, and when you get into the habit of making use of them you'll notice a boost in your productivity. It's less effort, and time-saving! Knowing the right shortcuts is important so you can easily navigate your way of using the correct combination of keys. TimeSolv recently rolled out an update that added keyboard shortcuts to our offline time-tracking software, TimeSync.

Keyboard shortcuts in the TimeSync app are available to help our users create Time and Expense entries quicker. When you first log in to the TimeSync app, click on the three bars on the top left of the screen. Here you'll see an option appear at the bottom of the screen to view keyboard shortcuts:

Click on that button to reveal a list of available keyboard shortcuts. The list may seem overwhelming at first, but it's pretty intuitive when you notice most of the shortcut keyboard letters correspond to the task. For example, to open up your list of abbreviations, you'd key in CTRL + SHIFT + A.

TimeSolv is constantly striving towards new enhancements and features that will help you work more efficiently, increase productivity, and save you time. Our keyboard shortcuts feature is perfect in helping you create your Time and Expense entries quicker so you can increase profitability for your firm.

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or Contact support!

[Contact Support](#)