Allied Financial Software Knowledgebase

Once I'm in the Schedule Activity dialog, how can I navigate the calendars using only keystrokes?

Answer: In the Schedule Activity dialog box, you can do the following (this only works consistently if you do not use the keys on the number pad):

With the cursor in the Date field

Keystroke	What it does to the date
=	Adds one day
-	Subtracts one day
+	Adds one month
_	Subtracts one month

With the Mini-Calendar visible in the Date field:

Keystroke	What it does to the date
Page Up	Subtracts one month
Page Down	Adds one month
Shift+Page Up	Subtracts one year
Shift+Page Down	Adds one year

With the cursor in the Time field:

Keystroke	What it does to the time
=	Adds one hour
-	Subtracts one hour
+	Adds one minute
_	Subtracts one minute

In any field with a drop-down, Alt+Down Arrow opens the drop-down for that field. Once open, you can navigate the drop-down with the cursor keys.

Keystroke	What it does
Alt+Down arrow	Opens the drop-down

NOTE: Many of these same keystrokes will also work in date fields in the contact record.

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