

Keyboard shortcuts

GETTING AROUND A JOB

Ctrl / ⌘ + K	Open or close global search — type a page reference (e.g. A16 + Enter) or a workpaper name
Ctrl / ⌘ + 1	Go to the Trial balance
Ctrl / ⌘ + 2	Go to Risk identification
Ctrl / ⌘ + 3	Go to the Management Report
Ctrl / ⌘ + 4	Go to Adjustments
Ctrl / ⌘ + 5	Go to Risk Responses (summary page)
↑ / ↓	Move through search results
Ctrl / ⌘ + S	Show or hide the sidebar
Ctrl / ⌘ + Enter	Open the job Summary
Alt / ⌥ + C	Open Contacts
→	Go to the next incomplete step
←	Go to the previous incomplete step

Ctrl/⌘ + 1–5 work from anywhere — no need to open search first. Once you've typed a search, they open the matching result instead. The arrow keys skip anything already completed and wrap around when they reach the end of the page.

ANSWERING THE SELECTED STEP

Select a step, then press a single letter — no modifier keys. These only work when your cursor isn't in a text box; if a letter doesn't apply to the step, nothing happens.

Y	Answer Yes
N	Answer No
X	Answer Not Applicable
C	Add a comment — also confirms Complete , Partner Complete and Compliance steps, adds a contact , and opens a text or date field for editing
A	Add an attachment
W	Create a workpaper
D	Set a deadline, or open the date picker on a date field
M	Open a multi-choice list
S	Skip to a step

ANNOTATIONS ON THE SELECTED STEP

Hold Ctrl/⌘ + Alt and press a letter to open that annotation editor on the selected step.

Ctrl / ⌘ + Alt / ⌥ + C	Comment
Ctrl / ⌘ + Alt / ⌥ + A	Attachment
Ctrl / ⌘ + Alt / ⌥ + J	Journal Entry
Ctrl / ⌘ + Alt / ⌥ + M	Management Point
Ctrl / ⌘ + Alt / ⌥ + D	Disclosure
Ctrl / ⌘ + Alt / ⌥ + P	Point Forward
Ctrl / ⌘ + Alt / ⌥ + I	Key Issue
Ctrl / ⌘ + Alt / ⌥ + R	Request
Ctrl / ⌘ + Alt / ⌥ + F	Follow Up
Ctrl / ⌘ + Alt / ⌥ + N	Review Note (<i>reviewers only</i>)

Comment, Attachment and Request are always available; the rest depend on your job type's template.

FILLING IN FORMS

Ctrl / ⌘ + Enter	Save and close the form you're in
Enter	Save an inline field — a table cell, trial balance row, or new control
Shift + Enter	Start a new line while editing a variable (Enter on its own saves)
Esc	Cancel without saving — a form, an inline field, or a row you're part-way through dragging

FORMATTING TEXT — in any rich text box

Ctrl / ⌘ + B	Bold
Ctrl / ⌘ + I	Italic
Ctrl / ⌘ + K	Add or edit a link (Esc closes the link panel)
Ctrl / ⌘ + A	Select everything in the box
Ctrl / ⌘ + Enter	Save and close

ATTACHING FILES

Shift / Ctrl / ⌘ + click	Choose several files at once in the file picker
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