

## Shortcut Keys

### Evolution Splash screen


On the Evolution Splash screen, you can use the following **shortcut keys** to display the menus for the following screens:

#### All

<u>Screens</u>	<u>Shortcut Key</u>
Admin	ALT + D
Company	ALT + C
Employee	ALT + E
Payroll	ALT + Y
Reports	ALT + R
Misc	ALT + M
Help	ALT + H
Exit	ALT + X

## General
















On most screens, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Filter Records to View		CTRL + R
Moves the screen focus from tab to tab on a screen.	N/A	CTRL + TAB
Show contents of drop-down menu.	N/A	ALT + DOWN ARROW
Field value locator	N/A	CTRL + F
View the details of an item in a browse grid.	N/A	CTRL + ENTER

## Toolbar







The following toolbar appears on most screens and it has the following **shortcut keys**:




<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Back to previously viewed screen		SHIFT+ALT+LEFT ARROW
Forward to next viewed screen		SHIFT+ALT+RIGHT ARROW
First Record		ALT + HOME
Prior Record		ALT + LEFT ARROW
Next Record		ALT + RIGHT ARROW
Last Record		ALT + END
Create a record		ALT + INSERT
Delete a record		ALT + DEL
View field audit history		CTRL + H
View record audit history		CTRL + ALT + H
Refresh data		F5
Post changes		F10
Cancel changes		F2
Commit changes to database		CTRL + S
Abort changes		SHIFT + ALT + BACKSPACE

## Employee - Employee screen

On the **Employee - Employee** screen, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Create an employee		ALT + INSERT
Select employee by name	N/A	CTRL + F12
Select employee by number	N/A	CTRL + F11
Move to previous employee and save changes to current employee		ASTERISK (*)
Move to next employee and save changes to current employee		PLUS SIGN (+)
Select a DBDT		F4
Tax Calculator		F9
Check Finder		F12

On the **EE Entry** tab, you can use the following **shortcut keys**:


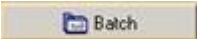
<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Select a DBDT		F4
Locals		N/A

On the **Details** tab, you can use the following **shortcut keys**:




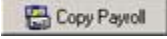


<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Get employee YTD info.		F3

## Payroll - Payroll screen

On the **Payroll – Payroll** screen, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Create a payroll using Payroll Expert		N/A
Go to Payroll – Batch screen		N/A

On the **Payroll** tab, you can use the following **shortcut keys**:


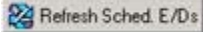

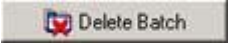
<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Create a payroll		ALT + INSERT
Submit payroll to SB for review		N/A
Delete a payroll		ALT + DEL
Copy payroll		N/A
Pre-process payroll		N/A
Submit payroll for processing		N/A

## Payroll - Batch screen

On the **Payroll – Batch** screen, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Create a batch		ALT + INSERT
Delete a batch		ALT + DEL
Create a batch using the New Batch Expert		N/A
Individual Check Lines		N/A

On the **Batch** tab, you can use the following **shortcut keys**:




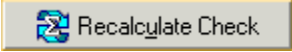

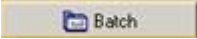
<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Create a batch		ALT + INSERT
		ALT + INSERT
Refresh Scheduled E/Ds		N/A
Delete a batch		ALT + DEL
		ALT + DEL

On the **Quick Entry** tab, you can use the following **shortcut keys**:







<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Add a check	N/A	CTRL + INSERT or DOWN ARROW
Delete a check	N/A	CTRL + DELETE
Move to next check	N/A	DOWN ARROW
View details of a check	N/A	CTRL + ENTER

## Payroll – Check screen

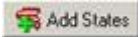
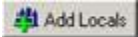
On the **Payroll – Check** screen, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Create a check using Payroll Expert		ALT + INSERT
Tax Calculator		F9
Check Finder		F12
Recalculate check		ALT + K
Delete a check		ALT + DEL
Go to Payroll – Batch screen		N/A



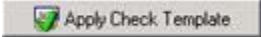
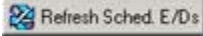



On the **Check Lines** tab, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Add a check line	N/A	INSERT
Delete a check line	N/A	CTRL + DEL
Labor Distribution Preview		F6
Get employee YTD info.		F3
Select a DBDT		F4
Locals		F7
Add a job		CTRL + J
Move to next check		PLUS SIGN (+)

On the **Manual Tax** tab, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Add state taxes		N/A
Add local taxes		N/A

On the **General** tab, you can use the following **shortcut keys**:

<u>Action</u>	<u>Button</u>	<u>Shortcut Key</u>
Start Payroll Expert to create any type of check for any employee		ALT + INSERT
Start Payroll Expert to create any type of check for any employee		ALT + INSERT
Apply check template to a check		CTRL + A
Refresh Scheduled E/Ds		N/A
Create the next regular check for the current employee		CTRL + N
Void the next check for the current employee		CTRL + V
Create a manual check for the current employee		CTRL + M