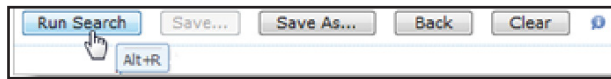


Keyboard Shortcuts

Remember: F11 hides your browser toolbar.

ANALYSIS & REVIEW

SHORTCUTS FROM THE ADVANCED SEARCH PAGE



Windows

ALT + R
ALT + C

Run Search
Clear Search

Mac

CTRL+Option+R Run Search
CTRL+Option+C Clear Search

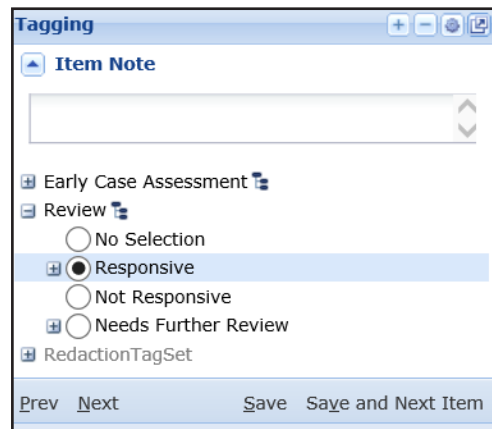


APPLYING NEWLY SELECTED FILTERS TO A SEARCH

ALT + A Apply Filter

TAGGING IN REVIEW MODE

ALT + P Previous
ALT + N Next
ALT + V Save and Next
ALT + S Tag and Save

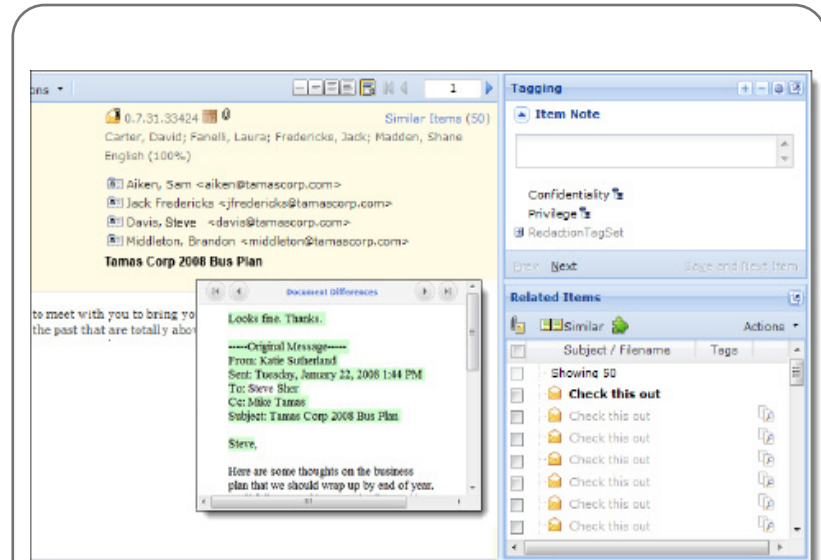


SCROLLING THROUGH SEARCH RESULTS

ALT Display next hit
ALT Display previous hit

SAVING YOUR MARKUP IN REDACTION MODE

CTRL + S Save markup



DISPLAYING DIFFERENCES BETWEEN SIMILAR ITEMS

SHIFT + Ctrl + Click on an item appearing in the "Related Items" pane to show a popup with differences displayed.

CASE MANAGEMENT

Tag Sets

- Early Case Assessment
- Review
 - No Selection
 - Reponsive
 - Not Responsive
 - Needs Further Review
- RedactionTagSet

Edit Tag Set

Name:

Description:

Tags

Type of Sub-Tags:

| Value | Color |
|----------------------|-------|
| Reponsive | None |
| Not Responsive | None |
| Needs Further Review | None |

CREATE TAGS AND TAG SETS FROM CASE HOME > TAGS

- ALT + C** Create Tag Set
- ALT + A** Add tag
- ALT + R** Remove or Delete Tag Set
- ALT + U** Move tag up
- ALT + W** Move tag down
- ALT + S** Save

DATE PICKER SHORTCUTS

SELECTING A DATE FOR DATE PICKERS WITH TIME SELECTION

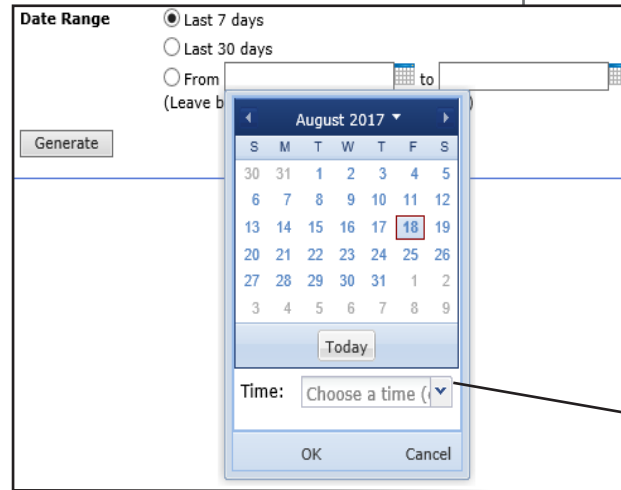
Tab to reach the date picker. Enter to select the calendar icon.

Enter Choose today
 Previous day
 Next day
 Next week
 Previous week

Ctrl + or **Page Down** Same date, previous month

Ctrl + or **Page Up** Same date, next month

Ctrl + Same date, next year
Ctrl + Same date, previous year

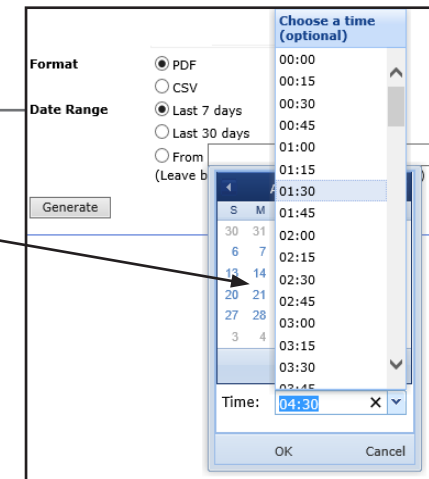


CHOOSING A TIME (OPTIONAL)

Select the date. Enter, then:

Tab Reach the *Time* field
 Expand the time selections

Hold to scroll down
 Hold to scroll up
Enter Select time



DATE PICKERS WITHOUT A TIME SELECTOR

Tab to reach the date picker. Select the calendar icon.

Use the keyboard commands as above.

