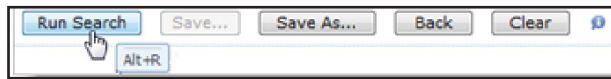


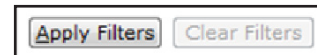
Keyboard Shortcuts

Remember: F11 hides your browser toolbar.



SHORTCUTS FROM THE ADVANCED SEARCH PAGE

- ALT + R** Run Search
- ALT + C** Clear Search

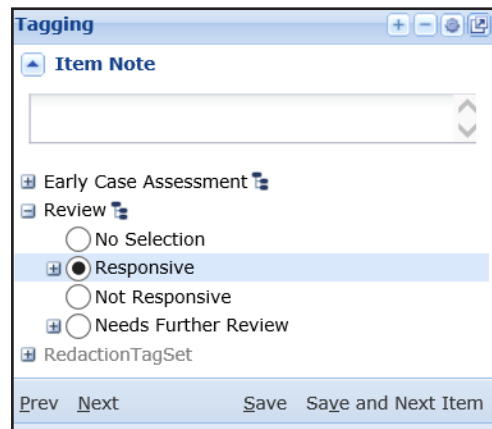


APPLYING NEWLY SELECTED FILTERS TO A SEARCH

- ALT + A** Apply Filter

TAGGING IN REVIEW MODE

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

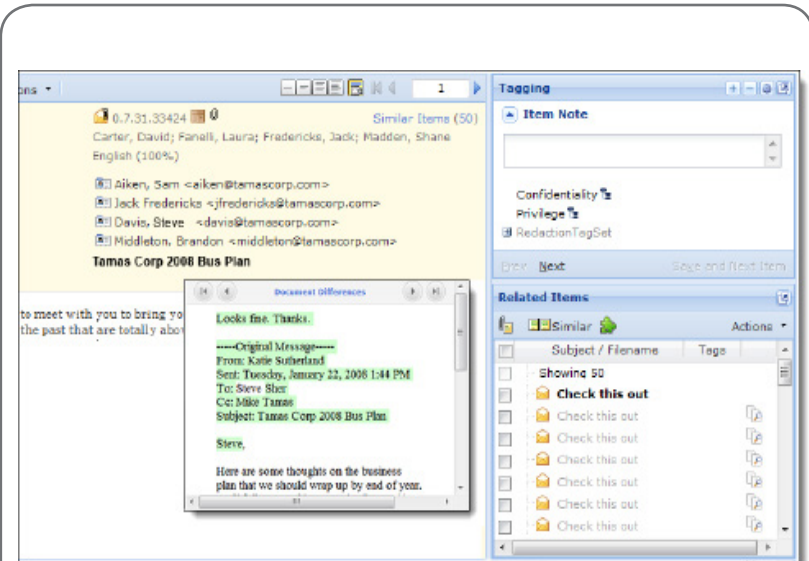


SCROLLING THROUGH SEARCH RESULTS

- 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

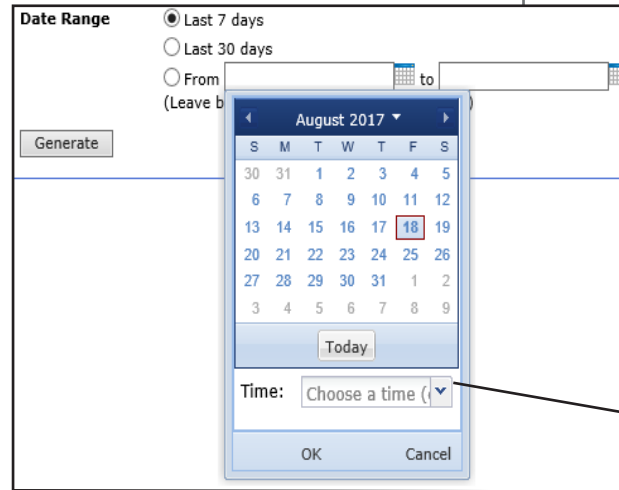
Tab to reach the date picker. Enter to select the calendar icon.

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

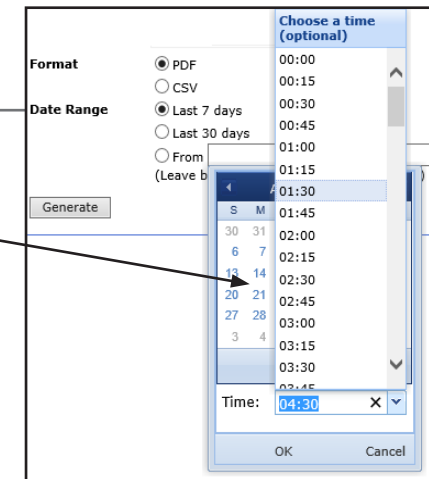


CHOOSING A TIME (OPTIONAL)

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.

