Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Shortcuts in Date Fields

+ on the number pad adds one day.

- on the number pad subtracts one day.

Key in a number and press Enter and the date will change to that day. Eg press: 21 [Enter] and the date will change to the 21st of the month for the date field.

CTRL+ on the number pad will add one month.

CTRL- on the number pad will subtract one month.

F2 will bring up the calendar. ■