

# Tips & Tricks

## for Accredo users

Version 5.0.11.123

### Easy Entry for Dates

Did you know there are several simple shortcuts that work in any date field in Accredo without needing to pop up the calendar.

#### Only enter the part of the date that is changing:

- If it is just the day of the month you can just type the day then **Enter** or **Tab** and Accredo will assume the same month and year.
- If you want the same day next month type a separator (. or – or /) and then the month and Accredo will assume the same day and year.
- To change just the year type a couple of separators and the last 2 digits of the year.

#### Any separator you like or none:

- As long as the date entered is unambiguous Accredo will work it out. So 2222 won't make sense but 020222 or 2.2.22 or 2/2/22 are all okay.

#### Shortcuts for System Date and Today:

- To set a date to your Accredo System Date use CTRL+S (**System**)
- To set a date to the current Date use CTRL+T (**Today**)

#### Tomorrow or Yesterday:

Step dates forward a day at a time using the Plus key on the number pad, back a day at a time using the Minus key on the number pad. If the date is empty, it will start with the system date.

#### Next Month or Last Month

Step dates forward a month at a time using the CTRL+Plus key on the number pad, back a month at a time using the CTRL+Minus key on the number pad. If the date is empty, it will start with the system date.