

# Wiise Productivity Tips

## General functions

Keyboard shortcuts			
Business Central Help	Ctrl+F1	Close a newly created record and create a new one	Alt+Shift+N
My Settings	Alt+T	Pop-out a page to a separate window	Alt+Shift+W (  )
Open Tell Me	Alt+Q (  )	Inspect page and data	Ctrl+Alt+F1
Refresh data	F5	Add a new note for the selected record	Alt+O
Role Explorer	Shift+F12 (  )	Toggle FactBox area	Alt+F2 (  )
Create a new record	Alt+N (  )	Switch between slim/wide page	Alt+F2 (  )

Data in lists

Keyboard shortcuts

Sort column in asc/desc order	Alt+F7	Toggle the search box	F3 ( 🔍 )
Toggle filter pane; focus on data filters	Shift+F3 ( 🚿 )	Add filter on selected field	Shift+Alt+F3
Filter on selected cell value	Alt+F3	Change focus from filter pane back to list	Ctrl+Enter
Toggle filter pane; focus on totals filters	Ctrl+Shift+F3	Reset filters	Ctrl+Alt+Shift+F3


Tips and tricks

<p><b>Search</b></p> <p>Search looks at visible columns and it is not case-sensitive.</p>	<p><b>Filtering</b></p> <p>Filtering looks at all fields and it is case-sensitive.</p>	<p><b>Saving filters</b></p> <p>Filters can be permanently saved as a view and can include expressions such as ranges.</p>
<p>Filtering can be adjusted by using powerful filter characters. Some of them are:</p> <p>@ <b>Case-insensitive</b></p> <p>E.g. @man looks for text that matches man and is not case-sensitive.</p> <p>? <b>One unknown character</b></p> <p>E.g. Hans?n looks for text such as Hansen or Hanson.</p>	<p>' ' <b>An exact character match</b></p> <p>E.g. 'man' looks for an exact character match.</p> <p>* <b>Indefinite unknown characters</b></p> <p>E.g. *Co* looks for text that contains "Co" and is case-sensitive.</p> <p>&lt;&gt; <b>Not equal to</b></p> <p>E.g. &lt;&gt;0 looks for all numbers except 0.</p>	<p>  <b>Either/or</b></p> <p>E.g. 1200 1300 looks for numbers with 1200 or 1300.</p> <p>.. <b>Interval</b></p> <p>E.g. 22..24 looks for the dates from the 22nd to the 24th of the current calendar month; P8.. looks for information for accounting period 8 and thereafter.</p>
<p><b>Filter tokens</b></p> <p>E.g. %mycustomers looks for customers in the <b>My Customers</b> page on your Role Centre.</p>	<p><b>Calculated data tokens</b></p> <p>You can use expressions to add/ subtract days/weeks/month/years. E.g. -1Y means a year ago.</p>	<p><b>Combined format expressions</b></p> <p>You can combine these filter characters. E.g.5599 8100..8490 includes any records with the number 5599 or a number from the interval 8100 through 8490.</p>



## Entering Data

### Keyboard shortcuts

Copy from the cell above	F8	Toggle Focus Mode	Ctrl+Shift+F12 (  )
Go to next/previous Quick Entry field	Enter/Shift+Enter	Move to the next FastTab or part	F6
Go to next Quick Entry field outside a list	Ctrl+Shift+Enter	Move to the previous FastTab or part (sub-page)	Shift+F6
Insert a new line in documents	Ctrl+Insert	Toggle collapse/expand for the current field group (FactBox)	Alt+F6
Delete the line in documents, journals, and worksheets	Ctrl+Delete		

### Tips and tricks

#### Autosaving

Data is automatically saved and the autosave indicator shows the state of the card.

#### Focus Mode ( )

For a better view of document lines, use focus mode. This will maximise the line items part on a document page.

#### Calculator in numeric fields

You can enter a formula instead of the sum quantity.. E.g. If you enter **19+19**, the field is calculated to 38.

#### Quick Entry

Quick Entry allows you to use the Enter key to navigate through only those fields that you need.

Select personalise (  ) to change this.

Address .....153 Thomas Drive

Address 2 .....

Country/Region Code .....US

City .....Chicago

State .....IL

ZIP Code .....61236

Move

Hide

Show under "Show more"

Show when collapsed

Include in Quick Entry

#### Columns can be resized; Double-click to AutoFit

	Description	Type	Quantity on Hand	Substi... Exist	<div>&lt; &gt;</div> <div>Assembly BOM</div>	Base Unit of Measure
⋮	ATHENS Desk	Inventory	4	No	No	PCS
	PARIS Guest Cha...	Inventory	0	No	No	PCS
	ATHENS Mobile	Inventory	5	No	No	PCS

#### There are various ways to enter dates, times, and duration:

##### “w” & “t”

“w” specifies the work date and “t” the today’s date. Other examples are “tu” which stands for Tuesday and P1 for the first accounting period.

##### Regional settings

Note that how you enter dates and times depends on your Region settings. E.g. **1210** means 12th of October in Europe but 10th of December in the United States.