

FactSet cheat sheet

General

G then D	Go to dashboard
J	Next item
G then P	Browse to project
G then I	Find issues
K	Previous item
G then G	Administration quick search
G then T	Go to tempo
W	Log time with tempo
/	Quick search
C	Create an issue
.	Quick operations
?	Open shortcut help
P then ?	Open Plans shortcut help
P then V	Go to the View plans page
Alt + S	Submit a form
Ctrl + Enter	Submit a description or comment

Issue actions

E	Edit issue
A	Assign issue
M	Comment on issue
L	Edit issue labels
,	Jump to fields for editing
W	Log time on issue
I	Assign to me

Navigating issues

O or Enter	View selected issue
J	Next issue
K	Previous issue
Z	Toggle issue full screen
[Dock/Undock the filters panel
N	Next activity
P	Previous activity
F	Focus search field
U	Search for issues
T	Switch filter view
Y	Detail view order by

Right arrow Select issue detail view

Left arrow Select list view

W Log time on issue

W or W Log time on issue

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More information: defkey.com/be/factset-shortcuts

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