



Teamwork cheat sheet

Quick Add menu

Press q to open the Quick Add menu, then use one of the following shortcuts to choose an item in the menu:

| | |
|----------|-----------------|
| Q then P | Add a project |
| Q then M | Add a milestone |
| Q then T | Add a task |
| Q then N | Add a message |
| Q then E | Add an event |
| Q then S | Start a timer |
| Q then L | Log time |
| Q then U | Invite users |

Global

You can use these keyboard shortcuts from any area of your site:

| | |
|-----------|--------------------------|
| F | Move to the search bar |
| S | Open Switch Project menu |
| H | Open Support Center |
| Shift + S | Open My Shortcuts |

Notes

Pressing S while hovering over a task name will instead start a timer for that task.

Pressing F while hovering over a task name will instead open the file upload modal to attach a file to that task.

Project shortcuts

You can use these keyboard shortcuts when you're viewing a specific project:

| | |
|-------------|---|
| G | Open Gantt Chart |
| [Num 0 - 9] | Choose Project Section (Tasks, Milestones, Messages etc.) |

Task

When you hover your mouse over a task, you can use these shortcuts:

| | |
|---|---------------------------------------|
| V | Open task details in quick view panel |
| E | Edit task |

| | |
|-------------|---|
| + | Assign task to me (in addition to current people) |
| - | Unassign task from me (other people will remain) |
| J | Assign task to me (unassign from anyone else) |
| A | Assign task to Anyone (unassign the task) |
| C | Complete task |
| S | (while hovering over the task name) Start a timer |
| F | Attach a file |
| D | Duplicate task |
| M | Move task |
| N | Add a comment |
| Tab | Demote to next subtask level down |
| Shift + Tab | Promote to next task level up |

Task views

Switching between task views when viewing the tasks area of a project:

| | |
|---|----------------------|
| B | Switch to board view |
| L | Switch to list view |

Board view - Navigations

| | |
|-------------------------------|--|
| Left arrow / Right arrow | Move between columns and show the current one as selected |
| Up arrow / Down arrow | Move between cards in a column and show the current ones as selected |
| Shift + Up arrow / Down arrow | Select multiple cards in a column |

Board view - column shortcuts

When you use the keyboard to navigate to a column you'll see it highlighted and you can use the following keyboard shortcuts:

| | |
|---|--------------|
| E | Edit column |
| F | Filter cards |

Board view - Card shortcuts

When you use the keyboard to navigate to a card you'll see it highlighted and you can use the following keyboard shortcuts:

| | |
|-------------|--|
| E | Edit task |
| V | Open task details in quick view panel |
| + | Assign task to me (in addition to current people)* |
| - | Unassign task from me (other people will remain)* |
| J | Assign task to me (unassign from anyone else)* |
| A | Assign task to Anyone (unassign the task)* |
| C | Complete task* |
| D | Duplicate Task |
| N | Add a comment |
| Tab | Move card to next column |
| Shift + Tab | Move card to previous column |

* These actions can be used with multiple cards selected

Source: Teamwork Support

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More information: defkey.com/ha/teamwork-projects-shortcuts

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