

# 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/teamwork-projects-shortcuts](https://defkey.com/teamwork-projects-shortcuts)

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