

# Mastering Aplos Software Shortcuts

Efficient Navigation with Keyboard Commands

## Aplos Software Shortcuts

Aplos is a comprehensive software solution designed for nonprofits and churches to manage their accounting, donations, and member relations. To enhance productivity and streamline tasks, Aplos offers a variety of keyboard shortcuts. Below is a big list of Aplos software shortcuts to help you navigate the platform more efficiently.

### General Navigation Shortcuts

- **Alt + N:** Navigate to the next item
- **Alt + P:** Navigate to the previous item
- **Ctrl + H:** Go to Home Dashboard
- **Ctrl + F:** Open the search bar

### Accounting Shortcuts

- **Ctrl + A:** Open the Accounting section
- **Ctrl + J:** Jump to Journal Entries
- **Ctrl + B:** Access the Budget screen
- **Ctrl + R:** Open the Reports section

### Donations Management Shortcuts

- **Ctrl + D:** Open the Donations module
- **Ctrl + G:** Go to Giving History
- **Ctrl + L:** Access the List of Donors
- **Ctrl + C:** Create a new donation entry

## Member Relations Shortcuts

- **Ctrl + M:** Open the Members section
- **Ctrl + E:** Edit member information
- **Ctrl + P:** Print member reports
- **Ctrl + U:** Update member status

## Communication Shortcuts

- **Ctrl + T:** Open the Communications section
- **Ctrl + E:** Create a new email
- **Ctrl + S:** Send all queued communications
- **Ctrl + N:** Navigate to the Newsletters section

## Event Management Shortcuts

- **Ctrl + V:** View upcoming events
- **Ctrl + C:** Create a new event
- **Ctrl + R:** Register participants for an event
- **Ctrl + S:** Save event details

## Miscellaneous Shortcuts

- **Ctrl + Z:** Undo the last action
- **Ctrl + Y:** Redo the last undone action
- **Ctrl + X:** Cut selected text or item
- **Ctrl + C:** Copy selected text or item
- **Ctrl + V:** Paste copied text or item

These shortcuts are designed to help users save time and enhance their workflow within Aplos. Remember, the effectiveness of shortcuts depends on regular use and familiarity with the software's interface. Happy navigating!