



Keyboard shortcuts

Wise Timetable — driving the desktop application without the mouse



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Applies to the 2026 release and later.

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Keyboard Shortcuts

Driving Wise Timetable without the mouse

Keyboard shortcuts

A timetabling office does not do one long task. It does a few thousand short ones: look at who is free, open the subject, change a turn, look again. What costs the most is not the difficult decision — it is the three interactions between the decisions, repeated several hundred times a week.

This is the list worth learning, in the order a planner meets it. Nothing here has to be enabled and nothing has to be configured.

Changing what the main screen shows

The four views are the same timetable read four ways. These swap between them for whatever is selected, without losing your place.

Key	What it does
F5	Room view — the timetable of the selected room
F6	Lecturer view
F7	Group view
F8	Course view
F12	Edit whatever is selected in the current view: the lecturer, the subject, the room or the group. One key, four screens, decided by where you are
Left / right arrow	Move the week slider a week at a time
Esc	Cancel a swap that is half made, and put the cursor back

If only one thing here is worth learning, it is F5 to F8. Checking who is free before making a change is the most repeated action in the building.

Opening another screen without the menu

Hold **Alt**. Each of these is otherwise two or three menu steps away.

Key	Opens
Alt + C	Programmes
Alt + T	Branches
Alt + I	Lecturers
Alt + L	Locations
Alt + Y	Academic year details — semester dates and holidays
Alt + U	The combined schedule across member databases
Ctrl + W	Change how many rows the workspace shows at once
D	Show or hide what has been disabled

D has no modifier on purpose: it is used as a glance rather than as a setting, and a single keystroke is the point of it.

Typing is searching, in every list in the product

Start typing while a list has the focus and the selection jumps to the first item that **contains** what you typed — not the first that begins with it. In a list of *Surname Firstname*, where the surname is what you have, that distinction is the whole feature.

The typed text clears itself after a short pause, on Escape, and on the first character that cannot be part of a name. Backspace takes one character off it. It is installed on every list in the product from one place, so it behaves identically wherever you meet it.

Only unaccented letters go into the search. Typing *antoli* finds *Antolič Ana* and *Antolis Krunoslav* alike — which is what a planner wants anyway, because the diacritic is the part nobody is sure of.

On the subject screen

The list of subjects is where a planner spends the most time after the workspace itself.

Key	What it does
Type anything	The first character goes into the search box and takes the focus with it, so everything typed after it follows. Until then the list keeps its selection and its current row
F3	Jump to the next subject matching the search box, wrapping round at the end of the list. Pressed while the list has the focus, it puts the cursor in the search box first
Enter	Open the selected subject for editing
Esc	Close the screen

The search matches the subject's **name and its code**, not the line as it is drawn. Since the list was cut to one line, everything past the column edge is three dots — and matching what is drawn would quietly stop finding subjects with long names, which is exactly when somebody opens a search box.

The maintenance keys

These change data rather than the view. **None of them can be undone by pressing the same key again**, so read the row before pressing.

Key	What it does
Shift + F12	Generate web passwords for every lecturer who has none. Existing passwords are left alone. Written to <i>TutorPasswords.csv</i> in the

Key	What it does
	program data folder, semicolon separated, so it opens in a spreadsheet
Ctrl + F12	The same for groups, into <code>GroupPasswords.csv</code>
Shift + Insert	As Shift + F12, but overwriting passwords that already exist
Ctrl + Insert	As Ctrl + F12, but overwriting passwords that already exist
Ctrl + F10	Ask the database now whether anything has changed — web reservations, another planner's work — and show the history log
Shift + F10	Mark every reservation made on the web as new again, so another timetable can import them as new
Shift + F11	Reload the language files, the colour scheme and the templates without restarting. The key to know if you edit a configuration file while the program is running
Ctrl + Shift + A	Open the activation dialog straight from the main window. It asks before it does anything, because a successful activation restarts the program
Ctrl + F1	Start a remote support session

The two **Insert** rows are the ones to be careful with: everybody's password changes, including the ones people have already been given.

The function keys that open a screen

These come from the menu bar rather than from the workspace, and they work wherever the menu does.

Key	Opens
F1	Help for the screen you are on
F2	Settings ► Miscellaneous
F3	Subjects — the select-subject screen
F4	All rooms
F9	All lecturers
F10	Final examinations

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