Dolibarr CheatSheet

Dolibarr ERP/CRM

User Cheat Sheet

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Keyboard Shortcuts

The following shortcuts can be used with a keyboard instead of using the mouse if the specified function is available on the current page.

Windows/Linux Chrome	Windows/Linux Firefox	Mac all browsers	
ALT + a	ALT + SHIFT + a	CTL + a	Quick add
ALT + b	ALT + SHIFT + b	CTL + b	Bookmark
ALT + s	ALT + SHIFT + s	CTL + s	Search
ALT + u	ALT + SHIFT + u	CTL + u	User card
ALT + v	ALT + SHIFT + v	CTL + v	User virtual card
ALT + p	ALT + SHIFT + p	CTL + p	Previous
ALT + n	ALT + n	CTL + n	Next

Drag and Drop

When your are asked to select a file for upload, you can use Drag&Drop to place a file in the entry field instead of entering or selecting a file name.



Even more Drag&Drop support is coming, starting from v18.

Captcha

A captcha shall prevent robots from access, it is not case sensitive (and does not need to be).



Just enter the code in lower case letters. It's easier and quicker.

Customizing Lists

You can configure the columns which are displayed in lists. Just click on this icon at the top right of the list: and select the columns you want to see.

From v17 you can also have the checkboxes on the left side rather than on the right, which is useful if your rows are very long. You need to set the value for MAIN_CHECKBOX_LEFT_COLUMN to 1 at Home > Setup > Other Setup

And remember: when using a search value / a filter in one of the entry fields at the top, you need to click on the icon to have it applied.

Creating Backups

Dolibarr allows an easy creation of backups, if you have admin rights.

1. Go to Home > Admin Tools > Backup
2. Create a dump of your database by clicking on the button in the box labeled „1".
3. Then create a zip file of your documents and the database dump by clicking on the button in the box labeled „2".
4. When this is done, click on the generated zip file to download it onto your PC.

Remember to always do this before upgrading to a newer version. And it's also a good idea to test restoring the backup into a new and empty system.

Security Advice

The single most important advice is to always have a file named install.lock in the root of your documents folder, unless you are currently performing an installation or upgrade.

In addition, if you have administrator rights, you may want to check the output under

Home > Admin Tools >About Security.

It provides valuable hints, if there are weaknesses in your system setup.

If You Need Help

Dolibarr has an integrated help system, linking to Wiki pages. There is always one of two different symbols in the top right corner of the screen displayed:

The circle with the question mark takes you to the generic Wiki page (top page).

On many pages the circle has an additional arrow. This indicates that it will take you to a specific Wiki page for the current context.

Community Support

Dolibarr is supported by a friendly international community.

If you are having questions or any particular difficulties, feel free to ask in one of the user forums, available in different languages:
https://www.dolibarr.org/forum.php

Should you come across a bug or want to make a feature request, you can go to the GitHub portal of Dolibarr and open an issue:
https://github.com/Dolibarr/dolibarr/issues/new/choose

And if you like Dolibarr, you can support it by joining the Dolibarr Foundation or, for the German speaking community, the Dolibarr e.V.

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