# Keyboard Shortcuts

| Key | Action |
|---|---|
| Tab | Moves you through fields, expanding each level |
| Return | as above |
| ↑ and ↓ | Moves you up and down through the fields without expanding levels. |
| ← and → | collapses or expands a level where you see a + |
| Spacebar | ticks or clears a check box |
| Alt + ↓ | Opens a drop down selection (single selection or date question for example) Enter selects |
| Ctrl + → | shortcut for the right video button, opens the next record on the selection |
| Ctrl + ← | shortcut for the left video button, opens the previous record on the selection |
| Ctrl + ↓ | shortcut for video button, takes you to the last record on the selection |
| Ctrl + ↑ | shortcut for video button, takes you to the first record on the selection |

| Key | Action |
|---|---|
| F2 | To make a Contact Event with the currently selected person |
| F3 | To make a Diary Appointment with the currently selected Person |
| F4 | Opens the Desktop - a quick way for individual consultants to get at items they are currently dealing with - Diary, Progress, Contact Events and Current Vacancies |
| F5 | Opens the Company Selector to add a Vacancy, find existing Companies and Company People by name and to add new Companies |
| F6 | Opens the Person Selector to find existing People or to add new People |
| F7 | Opens the Vacancy Selector to find existing or historic Vacancies and work on them |
| F8 | Opens the Temp Desk |
| F9 | Closes all windows except the current one |
| F10 | Closes all windows |
| F11 | Finds a Timesheet |
| F12 | To make a Diary Reminder - can be used with a currently selected Person |
| Ctrl + F2 | Opens the list of Recent Records you have viewed |
| Ctrl + F5 | Opens the Company Person Selector |
| Ctrl + F8 | Opens the Shift Selector |
| Ctrl + F11 | Finds an Invoice |
| Alt + F8 | Allows a Shift search on 'Our Reference' |
| Alt + F11 | Opens a specific Invoice |
| Shift + F4 | Activates the ... button in a field |
| Ctrl + C | Copies the currently selected text to the clipboard |
| Ctrl + X | Cuts the currently selected text to the clipboard |
| Ctrl + V | Pastes the content of the clipboard |

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