# Function Keys

| Key | Action |
|---|---|
| F1 | Opens Help for the current form |
| 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 the thins with which they are currently dealing - 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 |
| F12 | To make a Diary Reminder - can be used with a currently selected Person |

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