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
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 + F11	Opens a specific Invoice
Ctrl + Ctrl	Copies the currently selected text to the clipboard
Ctrl + X	Cuts the currently selected text to the clipboard
Ctrl + V	Pates the content of the clipboard

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