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

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 + 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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