# 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** |
| 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 |

Back to Hints, tips & shortcuts

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
**https://iqxusers.co.uk/iqxhelp/doku.php?id=10_function_keys&rev=1412252958**

Last update: **2017/11/16 21:55**