



# 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+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](#)



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