Open Form management

You can choose how you view all the forms that you currently have open. You can see the options available by clicking on the **Window** menu at the top of your screen.

Switching between open records

- At the end of this drop down you can see what records you have open. The record that you are currently looking at is denoted by a tick.

Tile vertically

- This option places the records into rows

Tile horizontally

- This option places the records into columns:

Cascade

- This option stacks the records one behind the other displaying the name

Closing down open records

- F9 - Closes all records except the one you are currently using. You are prompted to save any records that have unsaved changes.
- F10 - Quickly closes down all records before you log out of IQX. You are prompted to save any records that have unsaved changes.

Caution: You should ensure that you have closed all records before you log out of IQX.

Function keys

The features assigned to the function keys are:

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 things 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 Vacancies and work on them.
F8	Opens the Temps Desk to find existing Temp Slots or to add new Temp Slots.
F9	Closes All Windows except the current one.
F10	Closes All Windows.
F12	To make a Diary Reminder - can be with a currently selected Person.

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

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Last update: **2017/12/01 16:35**