Function Keys

Opens Help for the current form.
To make a Contact Event with the currently selected Person.
To make a Diary Appointment with the currently selected Per
Opens the Desktop - a quick way for individual consultants to at the things with which they are currently dealing - Diary, Progress, Contact Events and Current Vacancies.
Opens the Company Selector to add a Vacancy, find existing Companies and Company People by name and to add new Companies.
Opens the Person Selector to find existing People or to add n People.
Opens the Vacancy Selector to find existing Vacancies and w on them.
Opens the Temps Desk to find existing Temp Slots or to add Temp Slots.
Closes All Windows except the current one.
Closes All Windows.
To make a Diary Reminder - can be with a currently selected Person.

Back to Hints, tips & shortcuts