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## **Hints, Tips & Shortcuts**

Click on the menu below for useful hints and tips for using IQX.

- 1. Date Selectors
- 2. Opening Multiple Selector Screens
- 3. Form Position Saving
- 4. Inbox and Contact events
- 5. Video Buttons Moving between records
- 6. Startup Form
- 7. Process Button What does it do?
- 8. Copying Letter Text
- 9. Wildcards for searching for records
- 10. Keyboard Shortcuts
- 11. Boiler Plate Text (Standard Text / AutoText)
- 12. Save Time With Temp Desk Regulars
- 13. CV Searching
- 14. Bulk changing Progress state or Action date
- 15. Using PostCode Lookup
- 16. Sending Files to IQX
- 17. Merging duplicate People or Companies
- 18. Adding Links to Social Networking
- 19. Favourites
- 20. Person Salutation
- 21. Available at Time filter on Temp Desk Temps



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