



Hints, Tips & Shortcuts

* Date Selectors * Opening Multiple Selector Screens * Form Position Saving * Inbox and Contact events * Video Buttons - Moving between records * Startup Form * Process Button - What does it do? * Copying Letter Text * Wildcards for searching for records * Keyboard Shortcuts * Boiler Plate Text (Standard Text / AutoText) * Save Time With Temp Desk Regulars * CV Searching * Bulk changing Progress state or Action date * Using PostCode Lookup * Sending Files to IQX * Merging duplicate People or Companies * Adding Links to Social Networking * Favourites * Person Salutation * Available at Time filter on Temp Desk Temps * Stretchy Columns * Colour Legends * Chat * Full Text Search Syntax

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