# 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. Function Keys

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

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