# 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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