

Keyboard Shortcuts from the HawkSoft Desktop App

FUNCTION	KEYSTROKE	Available From
Action Menu	ENTER	Client/Policy
Search	F2 OR CTRL + O	Start Page Client/Policy
Help	F1	Start Page Client/Policy
Refresh Client	F5	Client/Policy
Insert New Customer	CTRL + INSERT	Start Page Client/Policy
Insert New Policy	CTRL + SHIFT + INSERT	Client/Policy
Next/Previous Policy Tab	TAB OR SHIFT + TAB	Client/Policy
Next/Previous Client	CTRL + TAB OR CTRL + SHIFT + TAB	Start Page Client/Policy
Next/Previous Policy Detail Tabs	LEFT/RIGHT ARROW	Client/Policy
Task Center	F3	Start Page

FUNCTION	KEYSTROKE	Available From
		Client/Policy
Open Log	F4	Policy Information tab Logs tab
Start Quick Log	CTRL + L	Client/Policy
Create a New Task from a Log Note	ALT + S	Create/Finalize Log Log View
Create a Client Tag from a Log note	ALT + T	Create/Finalize Log Log View
Add a Log Template	CTRL + L	Create/Finalize Log
Insert Selected Log Template(s)	CTRL + ENTER	Insert Log Templates
Finish Log	CTRL + ENTER	Create/Finalize Log
Previous/Next Entry on a Client/Policy Tab (e.g. Next Log or Next Task)	UP/DOWN ARROW	Client/Policy
Save Attachment	CTRL + ENTER	Edit Attachment Properties
Zoom In / Zoom Out	CTRL + SCROLL UP OR CTRL + SCROLL DOWN	Start Page Client/Policy
Copy/Paste/Cut	CTRL + C CTRL + V	Start Page Client/Policy

FUNCTION	KEYSTROKE	Available From
	CTRL + X	
Open New Window/Instance of HawkSoft	CTRL + ALT + N	Start Page Client/Policy
Open Website with HawkLink	CTRL + W	Start Page Client/Policy
Open Client Drop-down	ALT + C OR ALT + F	Start Page Client/Policy
Open Activities Drown-down	ALT + T	Start Page Client/Policy
Open Policy Drop-down	ALT + P	Client/Policy
Open Reports Drown-down	ALT + R	Start Page Client/Policy
Open Accounting Drop-down	ALT + A	Start Page Client/Policy
Open Commissions Drop-down	ALT + M	Start Page Client/Policy
Open View Drop-down	ALT + V	Start Page Client/Policy
Open My Texts	ALT + X	Start Page Client/Policy

FUNCTION	KEYSTROKE	Available From
Open Setup Menu	ALT + S	Start Page Client/Policy
Open Help Menu	ALT + H	Start Page Client/Policy
Select All	CTRL + A	Start Page Client/Policy
Action Menu	ENTER	Client/Policy
Insert New Customer	CTRL + INSERT	Start Page Client/Policy
Insert New Policy	CTRL + SHIFT + INSERT	Client/Policy
Paste Text from Clipboard	SHIFT + INSERT	Client/Policy
Start Quick Log	CTRL + L	Client/Policy
Open IVANS Appetite	CTRL + M	Start Page Client/Policy
Print	CTRL + P	Client/Policy
ScratchPad	CTRL + S	Start Page Client/Policy
My Texts	CTRL + T	Start Page Client/Policy

FUNCTION	KEYSTROKE	Available From
Paste as Attachment	CTRL + ALT + V	Client/Policy
Open Website with HawkLink	CTRL + W	Start Page Client/Policy
Undo	CTRL + Z	Start Page Client/Policy
Reset Zoom to 100%	CTRL + 0	Start Page Client/Policy
Invoice	CTRL + 3	Client/Policy
Payment	CTRL + 4	Client/Policy
Accounting (Transaction List)	CTRL + 5	Client/Policy
Close Window	CTRL + F4	Start Page Client/Policy
Close App	ALT + F4	Start Page Client/Policy
Next Pane/Tab	CTRL + F6	Client/Policy
Previous Pane/Tab	CTRL + SHIFT + F6	Client/Policy
Web Tools	F12	Start Page Client/Policy
Debug Setting	CTRL + F12	Start Page Client/Policy