



Useful Keys

Summary

When starting out in Platinum there are some useful key presses that can help you through out the system to get you working like a Professional as quickly as possible.

Selecting

- **<F1> + <Shift+F1>** - This moves you forwards and backwards through things such as stock codes, accounts, vehicle numbers etc.

Editing

- **<Shift+F10>** - This will allow to create or edit anything such as stock codes, accounts, vehicle numbers etc.

Checking Who Created\Modified an Item

- **<C+F2>** - This will show you creation and/or modification information when on stock codes, accounts, vehicle numbers etc allowing you to see who created or modified them last.

Searches



This button or Pressing **<Ctrl+F1>** - This allows you to do a search from anywhere in the system on things such as stock codes, accounts, vehicle numbers etc.

Seeing All the Options



This button or Pressing **<F12>** will take you to a list of all the options you can do from the field your cursor is on. At times this can be a handy reminder.

Seeing Detailed Help on All the Options



This button or Pressing **<F11>** will take you to a detailed help page for all the options you can do from the field your cursor is on.

Quickly Viewing Customer\Supplier History



This button appears when looking at the name and address on a customer\supplier account and will take you to the "Customer Relationship Manager". This allows you to view and re-print invoices and view all the activity for a particular account. For more details help on this click [Here](#).

Quickly Getting to the Knowledge Base



This button or going to **Help** (at the top of the Platinum Screen) -> **Software Support** -> **Knowledge Base**, will take you to the wealth of useful information like this article on the Platinum knowledge base, If there is a specific article related to where you are in the system a list will appear when the button is clicked.