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

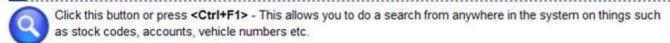- **<Shift+F10>** - This will allow you to create or edit items such as stock codes, accounts, vehicle numbers and so forth.
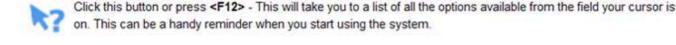
Checking Who Created\Modified an Item

- **<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.
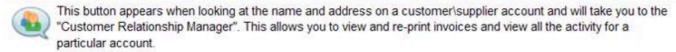
Searches

Click this button or press **<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

Click this button or press **<F12>** - This will take you to a list of all the options available from the field your cursor is on. This can be a handy reminder when you start using the system.

Seeing Detailed Help on All the Options

Click this button or press **<F11>** - This will take you to a detailed help page for all the options available from the field your cursor is on.

Viewing Customer\Supplier Activity

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.

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.