



## 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.