

AIS Technology's Give It A Try! Tip Mini TAM® Tips

This month's tip gives you several "mini" tips for when you are working in Tam®.

- **Control L** takes you back to the client list from anywhere in the management system – except when you are inside an Acord form.
- Does your client have a **Sticky Note** on their policy screen that you just can't make go away??? Just click on the policy button a second time to hide the note! (This is true of any button – activities, etc., not just policies.)
- For all of you who prefer to use the keyboard instead of the mouse...
 - **F4** will bring up a look-up window, instead of double-clicking in the field
 - **Tab** will move you forward through fields; Shift **Tab** will move you backwards through fields.
- Right click in to your tool bar (the row of buttons that contain Policy, Activity, etc.) to turn **button labels** on or off.

**And that's a few Mini TAM® tips, so...
Give It A Try!**

Thanks to Graham Blundell and Heather Reetz for their tip suggestions!