

# HawkSoft Shortcut Reference Sheet

*This chart displays different types of shortcuts in HawkSoft, what they do, and where to set up or edit them.*

Shortcut Type	Where Shortcut Displays	Where Shortcut Directs	Where to Set up/Edit
<b>Keyboard shortcuts</b>	Keyboard	Actions within HawkSoft	<b>Settings</b> > Customized Lists > Edit > Shift + 6 to select relevant shortcut letter
<b>Action Menu toolbar buttons</b>	CMS Toolbar	Actions within HawkSoft	<b>Settings</b> > General Configuration > Action Menu > Customize Toolbar
<b>External Tools</b>	CMS Toolbar	Websites or programs outside HawkSoft	<b>Settings</b> > Computer Specific Settings > External Tools
<b>Company Website</b>	CMS Toolbar: Websites button Action Menu: Inquiry/Website Action Menu: Quote/Export Client file: GPI tab	Company or carrier websites	<b>Settings</b> > Policy Company Setup > Select policy type, state, carrier > Edit > Company Website
<b>Company Info</b>	CMS Toolbar: Manual button	Websites, programs, or files for carrier manuals or underwriting documents	<b>Settings</b> > Policy Company Setup > Select policy type, state, carrier > Edit > Company Info > Manual Cmd Line