

Common Hot Keys

Move forward a screen	F10
Go back a screen	F9
Create New Quote	Ctrl + N
Open an existing Quote	Ctrl + O
Save Current Quote	Ctrl + S
Quick Init	Ctrl + Q

Auto - Client View

Name	Alt + N
Address	Alt + A
X-Date	Alt + X
Zip Code	Alt + Z

Auto - Driver View

Name	Alt + N
Birth Date	Alt + B
Licensed	Alt + L
Prior Insurance	Alt + P
Add a driver	Alt + A
Delete a driver	Alt + D
Ignore for Rating	Alt + I
General Tab	Alt + G
Accidents/Violations Tab	Alt + C
Select by Violation Statue	Alt + S
Select by Category	Alt + B
Additional Information	Alt + M

Auto - Vehicle Wizard

VIN Lookup	Alt + V
Model Lookup	Alt + M
Next Screen	Alt + N
Previous Screen	Alt + B

Auto - Vehicle View

Zip Code	Alt + Z
Annual Mileage	Alt + U
ISO Symbol	Alt + B
Cost New	Alt + W
Ignore for Rating	Alt + I
Add a Vehicle	Alt + A
Delete a Vehicle	Alt + D
Change a Vehicle	Alt + C
Vehicle Tab	Alt + L
Loss Payee	Alt + P
Additional Information	Alt + M

Fields Available for Quick Init

Garaged & Mailing Address	Copies from garaged to mailing, to avoid the need of duplicate entry.
Property & Mailing Address	Copies from property to mailing, to avoid the need of duplicate entry.
Years License	Calculates years and months license based on driver's 16 th birthday.
Prior Insurance	Calculates years and months insured based on driver's 16 th birthday.

Auto - Limits & Deductibles

General Tab	Alt + G
Renewals Tab	Alt + S
Additional Coverages & Options	Alt + A
Credit Score Tab	Alt + C

Property - Client View

Client Info Tab	Alt + C
Mortgagees/Addl Interest	Alt + M
Legal Information	Alt + L
Name	Alt + N
Address	Alt + A
X-Date	Alt + X
Zip Code	Alt + Z

Property - Main Input View

Property Information	Alt + M
Coverage Information	Alt + A
Policy Deductible	Alt + D
General Tab	Alt + G
Risks Tab	Alt + S
Losses Tab	Alt + L
Terr/Prot Class Tab	Alt + P
Earthquake Tab	Alt + Q
Optional Coverages Tab	Alt + O
Renewal Tab	Alt + R
Other Insurance Tab	Alt + I
FAIR Plan Tab	Alt + N

Rating Results View

Liability/Physical Damage	Ctrl + F
Liability Only Markets	Ctrl + L
Phys Damage Only Market(s)	Ctrl + Y
Not Rated Markets	Ctrl + K
Change Coverages	Ctrl + G
Change Terms	Ctrl + T
Broker Fee	Ctrl + B
Installment Plans	Ctrl + I
Request Credit Score	Ctrl + J
Re-Rate All Companies	Ctrl + R