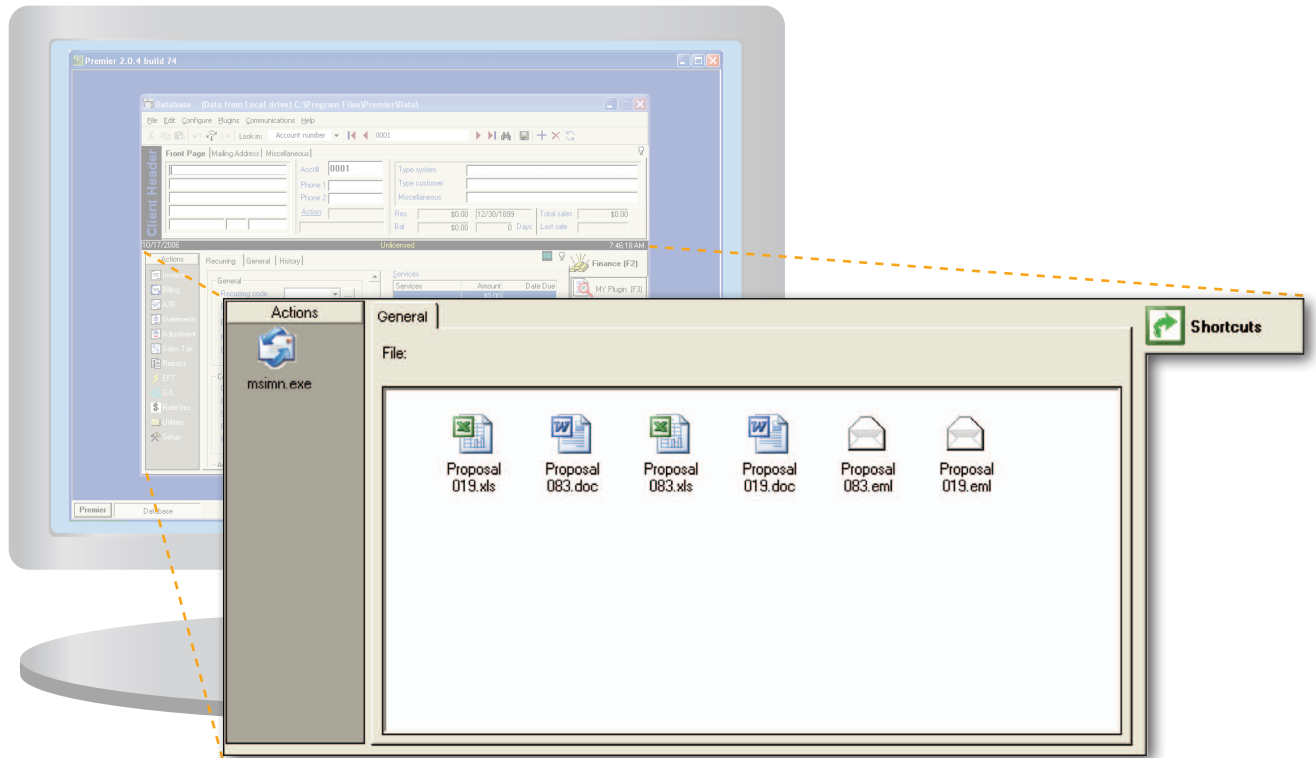# SHORTCUTS PLUGIN

SHORTCUTS

The Shortcuts Plugin offers a unique way of attaching all documents related to each of your clients to your client's accounts. This includes pictures, emails, spreadsheets, word documents, etc. Any type of document you wish. When you select a client's account, you will see shortcuts for each document on the shortcut Plugin that relate to the selected client. Double clicking on any of the client's shortcuts will display the selected document in its own window. Double click on a shortcut to a customers estimate created in MS Word, for example, would automatically load MS Word and the selected document.

To place a shortcut to a client's document on the client's shortcuts Plugin, simply

drag and drop the document. A shortcut showing the type of document and the name of the document will automatically appear. The next time you select the client's account, you will see the shortcut for the client's document you had placed.

Add the Shortcut Plugin for only $295.00

SHORTCUTS PLUGIN

- Track documents related to each client
- Create shortcuts for any type of document
- Double click a shortcut to see the document