



# FSC Rater<sup>®</sup> Hot Key Quick Reference Guide

## Common Hot Keys

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

## Auto - Client View

Name	<b>Alt + N</b>
Address	<b>Alt + A</b>
X-Date	<b>Alt + X</b>
Zip Code	<b>Alt + Z</b>

## Auto - Driver View

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

## Auto - Vehicle Wizard

VIN Lookup	<b>Alt + V</b>
Model Lookup	<b>Alt + M</b>
Next Screen	<b>Alt + N</b>
Previous Screen	<b>Alt + B</b>

## Auto - Vehicle View

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

## Auto - Limits & Deductibles

General Tab	<b>Alt + G</b>
Renewals Tab	<b>Alt + S</b>
Additional Coverages & Options	<b>Alt + A</b>
Credit Score Tab	<b>Alt + C</b>

## Property – Client View

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

## Property – Main Input View

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

## Rating Results View

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

### 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 <sup>th</sup> birthday.
Prior Insurance	Calculates years and months insured based on driver's 16 <sup>th</sup> birthday.