# Selecting Items from a List

Within HR-Expert, multiple selection is not possible in most lists; instead, a click opens the corresponding item, in detail where applicable. In some cases, however, multiple selection is possible as follows:

| User action | Result achieved |
|---|---|
| Click an item. | Exactly one item is selected. |
| Click an item, hold down the SHIFT key, click another item, release the SHIFT key. | All items from the first to the last clicked are selected continuously. |
| Click an item, hold down the Ctrl (CTRL) key, click further items, release the CTRL key.<br>(On a Mac: CMD key) | Individual items are selected, with gaps of unselected items in between. |

