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. (On a Mac: CMD key)	Individual items are selected, with gaps of unselected items in between.

