

CWorks FAQ- Technical Queries

2) I tried to copy and paste some words from an external documents (MS Word and MS Excel) into Preventive Maintenance Checklist that I have created in CWorks PM Task, but it doesn't seem to work. How do I do this?

A: To copy a paragraph from an external file into a field, use the below keyboard shortcuts :-

To "Cut"- press Ctrl + x

To "Copy" - press Ctrl + c

To "Paste"- press Ctrl + v