

CWorks FAQ

Technical Queries

2) I tried to copy and paste from external documents (MS Word and MS Excel) the Preventive Maintenance Checklist that I have created into the PM Task list form in CWorks, but it doesn't seem to work?

A: - 1) You can actually "copy" or "cut" and paste it into to field by using your keyboard shortcuts as listed below:-

To "Cut"- press Ctrl + x

To "Copy" - press Ctrl + c

To "Paste"- press Ctrl + v