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Keyboard Shortcuts

The following Keyboard Shortcuts are provided in Best Practice Software.

Ctrl + **Shift** + **B** Opens 'Best Practice Software'.

Ctrl + **Shift** + **P** Opens 'Best Practice Software' backup.

Ctrl + **Shift** + **M** Opens 'Best Practice Management'.

Main Menu

F1	Help Library
F2	Open Patient
F3	Inbox
F4	Word Processor
F5	Refresh
F6	To Do List
F7	Log off/Cancel Access
F8	Internal Messenger
F9	Batch Print
F10	View Patients
F11	Contacts
F12	Product Information

Patient Menu

F1	Help Library
F2	Open Patient
F3	Add New
F4	Word Processor
F5	Refresh
F6	To Do List
F7	Edit Patient Allergies
F8	Internal Messenger
F9	Print
F10	Edit Patient Details
F11	Contacts
F12	Product Information

Patient Tree View

Ctrl-Alt-T	Today's notes
Ctrl-Alt-V	Past visits
Ctrl-Alt-X	Current Rx
Ctrl-Alt-H	History
Ctrl-Alt-I	Immunisations
Ctrl-Alt-R	Investigation Reports
Ctrl-Alt-C	Correspondence Out
Ctrl-Alt-N	Correspondence In
Ctrl-Alt-P	Past prescriptions
Ctrl-Alt-O	Observations
Ctrl-Alt-F	Family/Social
Ctrl-Alt-Y	Obstetric
Ctrl-Alt-S	Pap smears
Ctrl-Alt-E	EPC
Ctrl-Alt-A	Health assessments
Ctrl-Alt-L	Care plans
Ctrl-Alt-M	Medication reviews
Ctrl-Alt-D	Diabetes cycle of care

Appointments

F1	Help Library
F2	Find Appointment
F3	New Appointment

Keyboard Shortcuts

F4	Arrive Patient
F5	Refresh
F6	Create Account
F7	Process Payment
F8	Internal Messenger
F9	Print Day Sheet
F10	Account History
F11	Contacts
F12	Waiting Room
CTRL+O	New Appointment
CTRL+W	Arrive Patient
CTRL+F4	Close

Waiting Room

F1	Help Library
F2	Start Visit
F3	Add to Waiting Room
F4	View notes
F5	Refresh
F6	Create Account
F7	Process Payment
F8	Internal Messenger
F9	
F10	Account History
F11	Contacts
F12	Appointment Book
CTRL+F4	Close



Windows Key Shortcuts



Displays the 'Start Menu'.



+ Opens a new 'Explorer' window.



+ Minimizes all windows and shows the 'Desktop'.



+ Opens all windows and takes you back to where you were.



+ Displays the Find all files dialog box.



+ Lock your windows XP computer.



+ Minimizes all open windows.



+ Restores all previously open windows to how they were before you minimized them.



+ Displays the 'Run' command.



+ Displays the 'Windows Help' menu.



+ Displays the 'System Properties' dialog box.



+ Cycles through the buttons on the 'Task Bar'.



+ Toggle (switch) between open windows.



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