



Keyboard Shortcuts

The following table lists the Keyboard Shortcuts provided in PracSoft. Note also that where practical, Topic Titles within this online Help also display associated keyboard shortcuts.

Types of Appointment	
Ctrl + P	Procedures
Ctrl + V	Vaccination
Ctrl + B	Obstetrics
Ctrl + T	Blood Test
Ctrl + U	Acupuncture
Ctrl + E	Emergency
Ctrl + D	Dressing
Ctrl + S	Script
Ctrl + F	Blood Test Fasting
Ctrl + O	Ordinary Appointment
Ctrl + L	Blood Pressure
Ctrl + H	Home Visit
Ctrl + M	Pap Smear
Ctrl + X	Custom Type "X"
Ctrl + Y	Custom Type "Y"
Ctrl + Z	Custom Type "Z"

Appointment Book	
F11	Next Day
F12	Next Week
F8	Next 4 Weeks
F9	Today's Date
F2	Find a Patient's Appointment
Ctrl + W	Add Patient to Waiting Room
Ctrl + I	Open Patient in Medical Director
Ctrl + Insert	Cut
Shift + Del	Delete range of appointments (in one column)
Shift + Insert	Paste
CTRL + G	Gone
Ctrl + A	Add a "Fit In" Appointment

Record a Visit	
F12	Display Receipt Information

Ctrl + S	Search For Item Number
Ctrl + N	Add Visit For Same Patient
Alt + S	Save, No Print
Alt + P	Print Receipt

General	
F1	Help
F6	Add New Patient
Ctrl + L	Log Off
Ctrl + R	Refresh

Waiting Room	
F2	Find a Patient
F3	Add Patient to Waiting Room
F5	Record a Visit
F7	View Patient Details

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