

Keyboard Shortcuts

Appointment Book	
F2	Find a Patient's Appointment
F3	Link
F4	Zoom In /Out
F8	Next 4 Weeks
F9	Today
F11	Next Day
F12	Next Week
Ctrl + A	Add a "Fit In" Appointment
Ctrl + G	Gone
Ctrl + I	Open Patient in Medical Director
Ctrl + R	Refresh
Ctrl + W	Add Patient to Waiting Room
Ctrl + Enter	Non-patient booking.
Ctrl + Insert	Cut
Shift + F8	Previous 4 Weeks
Shift + F11	Previous Day
Shift + F12	Previous Week
Shift + Del	Delete range in one column
Shift + Insert	Paste

Types of Appointment	
Ctrl + B	Obstetrics
Ctrl + D	Dressing
Ctrl + E	Emergency
Ctrl + F	Blood Test Fasting
Ctrl + G	Gone
Ctrl + H	Home Visit
Ctrl + I	In Consultation
Ctrl + K	Booked
Ctrl + L	Blood Pressure
Ctrl + M	Pap Test
Ctrl + O	Standard
Ctrl + P	Procedures
Ctrl + S	Script
Ctrl + T	Blood Test
Ctrl + U	Acupuncture
Ctrl + V	Vaccination
Ctrl + X	Custom Type "X"
Ctrl + Y	Custom Type "Y"
Ctrl + Z	Custom Type "Z"
Ctrl + W	Waiting

General	
F1	Help
F6	Add New Patient
Ctrl + L	Log Off
Ctrl + O	Popup Menu
Ctrl + M	Switch to Medical Director
Ctrl + P	Open the Patient File Screen
Ctrl + R	Refresh

From the Waiting Room	
F2	Find a Patient
F3	Add Patient to Waiting Room
F5	Record a Visit for Selected Patient
F7	View Patient Details
F12	Display Receipt Information
Alt + S	Save, No Print
Alt + P	Print Receipt
Ctrl + S	Search For Item Number
Ctrl + N	Add Visit For Same Patient
Shift + F5	Record a Visit