



# Short-cuts and Hot Keys

## F-Keys

**ESC:** Cancel Changes or Close

**Close all screens:** Ctrl +F4 (takes you back to home screen)

**F1:** Help Screen

**F3:** Save Changes

**F3 + Shift:** Save and New

**F7:** Ledger

**F8:** New (creates new item in any screen where applicable, i.e.: new patient from pat. list/ new Rx template in the chart or Rx screen/new insurance plan from insurance plan list/ new appointment to the scheduler when on the schedule)

**F9:** Edit (from within the screen you are in, will edit the selected item)

**F11:** Patient Journal

**F12:** Task List Window

**Ctrl +D:** Insert Date & Time Stamp

**Ctrl + Left click** on a color block to change the color of that section & odontogram (version 20\*)

## Alt + Keys

**Alt + E:** Opens the Setup screen

**Alt + U:** Opens the Home Page edit screen from the home screen

**Alt + F:** Opens the File option

**Alt + H:** Opens the Help menu

**Alt +P:** Opens the Patient List

**Alt + S:** Opens the Scheduler

**Alt + L:** Opens the Ledger

**Alt + C:** Opens the Claim list

**Alt + A:** Opens the Payments List

**Alt + R:** Opens the Report List

## Mouse Functions

**Single left-click:** Selects the item you click on to "work" with (ex: left click on report, then click "print" in options menu).

**Single Right-click:** Will provide additional options to "work" with the selected item or within the screen (ex: select an appointment, then right click on it for options to delete, edit, change status of the appointment, and more).

**Double-Click:** Will "open" item up to edit.

## Tips

- \*Blue is the highlight color to show you what patient/appointment/item you have selected.
- \*Anything that turns blue and underlined when your mouse is over it, is a hyperlink, or a 'clickable' item and will open a new screen for additional options.
- \*You will only see certain options in a screen if that option can apply (ex: When creating an appointment, you will only see the options to schedule or "add from treatment plan" if the patient has planned treatment items).
- \*If you have made a visible change on a screen, and do not see a 'save' option in your options menu, you may have either hidden the option to save your changes by clicking on the upward facing arrow, or, the screen saves automatically (most actions done in the chart screen save automatically).
- \*The Magnifying glass next to any field is clickable and will open the List menu for that field (ex: When entering in a referral source for a patient, if you do not see the option in the drop down menu, click the magnifying glass and you will then have the option to add a new referral source on the fly).
- \*If you see a note sheet icon, you can click it to review the notes for that field.