## **KEYBOARD SHORTCUTS**

## **Function Keys**

[F2] Patient History Display[F3] Repeats Remaining [F4] Edit Script[F5] Drug Interactions[F6] Fred Debtors

[F7] Price Lookup[F8] Patient Update[F9] Old System History Display[F10] Fred Dispense Menu[F12] Clear Screen

## **Fast Keys**

[Ctrl+U] Update patient [Ctrl+J] Junk directions [Ctrl+Q] Quick scan [Ctrl+T] Patient entitlement [Ctrl+N] Patient notes [Ctrl+[Shift]+-] CPI print out [Ctrl+V] Last report [Ctrl+C] Clear screen [Ctrl+M] Modify Safetynet [Ctrl+R] Repeat script [Ctrl+E] Edit script [Ctrl+O] Owing script [Ctrl+l] Patient extra information [Ctrl+D] Delivery label [Ctrl+F2] All patient history [Ctrl+F4] Patient drug profile

[Alt+C] Claim menu [Alt+L] Lists menu [Alt+N] History note [Alt+R] Reports menu [Alt+S] Setup menu [Alt+S] Setup menu [Alt+U] Monthly Drug usage report [Alt+A] Activities menu [Alt+A] Activities menu [Alt+A] Dispense menu [Alt+A] Exit Fred Dispense [Alt+F3] Owing scripts [End] Fast save [Shift+F6] Fred Pak program [F6] Fred Debtors Program

## **Date Function Keys**

You can use these keys on a date field once, or multiple times.

- [Y] Go to the start of the year
  [R] Go to the end of the year
  [Page up] Go forward one month
  [Page down] Go back one month
  [M] Go to the start of the month
- [H] Go to the end of the month
- [W] Go to the start of the week
  [K] Go to the end of the week
  [+] Go forward one day
  [-] Go back one day
  [T] Insert today's date



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