



Dispense shortcuts

Help Centre
help.minfos.com.au

Support
1300 887 418

10 10-2020

Frequently used

Move Down	= Tab or ↓	Default Sigs	= Alt + K	Access Label Field	= Alt + L	ePad	= Alt + ;
Move Up	= Shift + Tab or ↑	Owing Scripts	= Alt + W	Brand Specific	= Alt + B	eQueue	= Alt + Shift +
Recall Last Customer	= /	Deferred Scripts	= Alt + F	Edit Medicare Details	= Alt + M	Quick dispense	= .
Display PRF links to last customer	= -	Ctg	= Alt + \	View Scripts Done	= Alt + [Prescriber Info	= Alt + \$
Recall 2nd to Last Customer	= *	Reg 24	= Alt + R	Rejected Scripts	= Alt + `	eScript details	= Alt + Shift +
To use same sigs	= SS	Adjust Price/OTC Price	= Alt + J	Warning Scripts	= Alt + ~		

Special or Script Options: Alt + S

Edit a Script / Delete a Script
Print: Label / Repeat / CMI
Print: Tax Invoice / Safety Net Report / Tax Report
Plus other Script Options

Extended Dispense Options: Alt + E

- Price a Script
- Label Library
- Drug pricing
- Sigs
- Plus other Maintenance Options

Function key	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12 / Esc
Hot key		Alt + C	Alt + H	Alt + A	Alt + V	Alt + I	Alt + D	Alt + G	Robotic	Pharmacist Check	Alt + F4
Action	Clear Screen	Change Customer Details	Full History	Add New Customer	View Notes	Show Drug Interactions	Display Drug Info	Generic Drugs / Generics			Exit Dispense Cancel / Exit



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