

# Shortcut keys

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Navigate Zedmed using function key shortcuts that allow you to quickly find users and change screens with a keystroke.

## Office shortcut keys

- F2 Opens the Quick Login dialog (to change user).
- F3 Opens the Select Branch screen (to change branch).
- F4 Press F4 once to open the patient search screen.
- F4 Press F4 twice to open the last patient record that was open.
- F5 Printer Mapping Setup.
- F6 Change Pictures on Reception/Management screen.
- F7 Opens Intramail from the Reception, Management or Utilities screen.

## Appointment Book shortcut keys

- F7 Attends a patient.
- F8 Marks an Appointment slot as being "Unavailable".
- F9 Shows the Booking Rules for the selected doctor.

## Clinical shortcut keys

- F4 Open Patient
- F5 Refresh History
- F6 Process Results
- F7 Intramail
- F8 MIMS module
- F9 Address Book
- F10 Start Encounter
- F11 Scanner Module
- F12 Spell Check
- Ctrl+F4 Open Family Member
- Ctrl+F6 Import Lab Results
- Ctrl+F10 Stop Encounter
- Ctrl+Alt+B Pregnancy Module
- Ctrl+D Define Problem
- Ctrl+E Examination Templates
- Ctrl+H Family and Past History
- Ctrl+O Observations
- Ctrl+P Prescriptions
- Ctrl+R Referrals
- Ctrl+T Auto Text
- Ctrl+S Save Patient
- Alt+X Exit Application

- Ctrl+Del Delete Encounter Segment
  - Ctrl+Ins Add Encounter Segment
  - Alt+I Immunisations
  - Alt+A Allergies
  - Alt+P Print History
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