

Use keyboard shortcuts to improve the speed you can use Socrates.

AREA	FEATURE	SHORTCUT
Navigation	Appointments	CTRL+1
Navigation	Waiting Room	CTRL+2
Navigation	Patient Maintenance	CTRL+3
Navigation	Consultation	CTRL+4
Navigation	Reports	CTRL+5
Navigation	Communication	CTRL+6
Navigation	My Control Panel	CTRL+7
Consultation	Begin Consultation	CTRL+N
Consultation	Consultation Notes	F3
Consultation	Save Consultation Notes	Alt + S
Consultation	Immunisations	F4
Consultation	Prescriptions	F5
Consultation	Add Prescription	Alt + A
Consultation	Save Prescription	Alt + F
Consultation	Investigations	F6
Consultation	Add Investigation	Alt + A
Consultation	Quick Add Investigation	Alt + Q
Consultation	Save Investigation	Alt + P
Consultation	Social Welfare Cert	CTRL + E
Consultation	Documents	F7
Consultation	Care Protocols	F8
Consultation	Baseline Details	CTRL + B
Consultation	Consultation Details	F2
Consultation	Open Consultation	CTRL + O

<b>Consultation</b>	Close Consultation	CTRL + Shift + X
<b>Consultation</b>	Charge Patient	CTRL + Shift + C
<b>Consultation</b>	Payment Only	CTRL + SHIFT + P
<b>Consultation</b>	Add Appointment Dialog	CTRL + Shift + A
<b>Consultation</b>	Find Patient	CTRL + B
<b>Consultation</b>	Add Task	CTRL + U
<b>Consultation</b>	Print Label	CTRL + I
<b>Consultation</b>	Blank Script	Ctrl + G
<b>Consultation</b>	Print STC	CTRL + T
<b>Consultation</b>	Import ECG	CTRL + Shift + E
<b>Consultation</b>	Import BP	CTRL + Shift + M
<b>Main Menu Bar</b>	Lock Screen	CTRL+S
<b>Main Menu Bar</b>	Log Off	CTRL+L
<b>Main Menu Bar</b>	Preferences	CTRL+P
<b>Main Menu Bar</b>	Prescription Refills	CTRL + Q
<b>Main Menu Bar</b>	Patient Accounts	CTRL + SHIFT + N
<b>Main Menu Bar</b>	Third Party Accounts	CTRL + SHIFT + T
<b>Main Menu Bar</b>	Insurance Schemes	CTRL + SHIFT + S
<b>Other</b>	Print Lab Label	CTRL+I
<b>Other</b>	Exit	ALT+F4
<b>Other</b>	Navigation	CTRL+TAB
<b>Other</b>	Next Item	TAB
<b>Other</b>	Previous Item	SHIFT+TAB

Each command button that has an **underlined letter** under its first character can be accessed by pressing **ALT+** key of *underlined character*.

On all dialog windows, Press **Enter/Return** key  for YES / SUBMIT and the **Escape** key  for NO / CANCEL.

Use TAB key  on all ellipsis buttons .