

We have implemented as many keyboard shortcuts as possible to make daily usage of Socrates as fast and efficient as possible. 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, we have implemented a standard form accept and cancel key. The standard form Accept key is the **Enter/Return** Key and the standard form Cancel key is the **Escape** Key.

Area	Feature	Description	Shortcut
<b>Navigation</b>			
	Appointments	Navigate to Appointments	CTRL+1
	Waiting Room	Navigate to Waiting Room	CTRL+2
	Patient Maintenance	Navigate to Patient Maintenance	CTRL+3
	Consultation	Navigate to Consultation	CTRL+4
	Reports	Navigate to Reports	CTRL+5
	Communication	Navigate to Communication	CTRL+6
	My Control Panel	Navigate to My Control Panel	CTRL+7
<b>Consultation</b>			
	Begin Consultation		CTRL+N
	Consultation Notes	Navigate to Consultation Notes	F3
	Save Consultation Notes		Alt + S
	Immunisations	Navigate to Immunisations	F4
	Prescriptions	Navigate to Prescriptions	F5
	Add Prescription		Alt + A
	Save Prescription		Alt + F
	Investigations	Navigate to Investigations	F6
	Add Investigation		Alt + A
	Quick Add Investigation		Alt + Q
	Save Investigation		Alt + P
	Documents	Navigate to Documents	F7
	Care Protocols	Navigate to Care Protocols	F8

	Baseline Details	Navigate to Baseline Details	CTRL + B
	Consultation Details	Navigate to Consultation Details	F2
	Open Consultation		CTRL + O
	Close Consultation		CTRL + Shift + X
	Charge / Payment		CTRL + Shift + C
	Add Appointment Dialog		CTRL + Shift + A
	Add Task		CTRL + U
	Print Label		CTRL + I
<b>File Menu Bar</b>			
	Lock Screen	Securely Locks the Screen	CTRL+S
	Log Off	Logs the User off Socrates	CTRL+L
	Preferences	Personalise Your User Preferences	CTRL+P
<b>Other</b>			
	Print Lab Label	From Appointments, Consultation & Waiting Room	CTRL+ I
	Exit	Exit Socrates	ALT+F4
	Navigation	Navigation Between Open Tab Forms	CTRL+TAB
	Next Item	Moves to the Next Control in The Form	TAB
	Previous Item	Moves back to the Previous Control	SHIFT+TAB