

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, the standard form Accept key is the **Enter/Return** key and the standard form Cancel key is the **Escape** key.

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

|                      |                        |  |                  |
|----------------------|------------------------|--|------------------|
| <b>Consultation</b>  | Consultation Details   | Navigate to Consultation Details               | F2               |
| <b>Consultation</b>  | 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>File Menu Bar</b> | Lock Screen            | Securely Locks the Screen                      | CTRL+S           |
| <b>File Menu Bar</b> | Log Off                | Logs the User off Socrates                     | CTRL+L           |
| <b>File Menu Bar</b> | Preferences            | Personalise Your User Preferences              | CTRL+P           |
| <b>Other</b>         | Print Lab Label        | From Appointments, Consultation & Waiting Room | CTRL+ I          |
| <b>Other</b>         | Exit                   | Exit Socrates                                  | ALT+F4           |
| <b>Other</b>         | Navigation             | Navigation Between Open Tab Forms              | CTRL+TAB         |
| <b>Other</b>         | Next Item              | Moves to the Next Control in The Form          | TAB              |
| <b>Other</b>         | Previous Item          | Moves back to the Previous Control             | SHIFT+TAB        |