

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

Consultation	Consultation Details	Navigate to Consultation Details	F2
Consultation	Open Consultation		CTRL + O
Consultation	Close Consultation		CTRL + Shift + X
Consultation	Charge Patient		CTRL + Shift + C
Consultation	Payment Only		CTRL + SHIFT + P
Consultation	Add Appointment Dialog		CTRL + Shift + A
Consultation	Find Patient		CTRL + B
Consultation	Add Task		CTRL + U
Consultation	Print Label		CTRL + I
Consultation	Blank Script		Ctrl + G
Consultation	Print STC		CTRL + T
Consultation	Import ECG		CTRL + Shift + E
Consultation	Import BP		CTRL + Shift + M
File Menu Bar	Lock Screen	Securely Locks the Screen	CTRL+S
File Menu Bar	Log Off	Logs the User off Socrates	CTRL+L
File Menu Bar	Preferences	Personalise Your User Preferences	CTRL+P
Other	Print Lab Label	From Appointments, Consultation & Waiting Room	CTRL+ I
Other	Exit	Exit Socrates	ALT+F4
Other	Navigation	Navigation Between Open Tab Forms	CTRL+TAB
Other	Next Item	Moves to the Next Control in The Form	TAB
Other	Previous Item	Moves back to the Previous Control	SHIFT+TAB