



# KEYBOARD SHORTCUTS IN PRACSOFT

## WAITING ROOM

F1	Help
F2	Find patient from existing patient list
F3	Add patient to waiting room
F5	Record a visit – proceed to do the billing / accounts for the visit
F6	Add details of new patient
F7	View patient details for the waiting room list – can edit details
CTL+R	Refresh screen
CTL+P	Recalls patient details for editing (from total patient list)
CTL+L	Log off, change user

## APPOINTMENT BOOK

F2	Find booked appointments for a specific patient
CTL+A	Add a “fit-in” appointment
CTL+W	Add patient in appointment book to the waiting room
CTL+I	“move” the patient from the waiting room into the consultation
CTL+G	Remove the patient from the practice – they have “gone”
CTL+R	Refresh screen
F9	Today’s date
F11	Next day
Shift + F11	Yesterday
F12	Next week
Shift + F12	Last week
F8	Next four weeks
Shift + F8	Back four weeks
CTL+L	Log off, change user
CTL + Insert	Cut
Shift + delete	Delete a range of appointments in one column

## RECORD VISIT

F12	Display receipt information
CTL + S	Search for an item number
CTL + N	Add multiple visits on the same invoice
ALT + S	Save, no print
ALT + P	Print receipt



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## APPOINTMENT TYPE

All of these options can be edited and customised by going through SETUP in the appointment page

CTL+O	Standard
CTL+V	Vaccination
CTL+P	Procedure
CTL+H	Home visit
CTL+S	Script
CTL+D	Dressing
CTL+B	Obstetrics
CTL+E	Emergency
CTL+T	Blood test
CTL+F	Fasting blood test
CTL+U	Acupuncture
CTL+M	Pap smear
CTL+L	Blood pressure
CTL+X	Custom
CTL+Y	Custom
CTL+Z	Custom

**Edit Appointment Types**

Custom appointment types	
Appointment Type 1 (RESERVED):	Standard <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 2:	Vaccination <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 3:	Procedure <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 4:	Home Visit <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 5:	Script <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 6:	Dressing <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 7:	Obstetrics <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 8:	Emergency <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 9:	Blood Test <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 10:	Blood Test Fasting <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 11:	Acupuncture <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 12:	Pap Smear <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 13:	Blood Pressure <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 14:	Custom Type "X" <input checked="" type="checkbox"/> Send SMS reminder
Appointment Type 15:	Custom Type "Y" <input checked="" type="checkbox"/> Send SMS reminder