

# AVImark keyboard shortcuts PDF

## General Shortcuts

1. F1 - Help:
2. F9 - Open Appointment Calendar:
3. F11 - Refresh:
4. F12 - Logout:
5. Alt + F10 - Open Whiteboard:
6. ↑ Shift + F9 - Open Boarding Calendar:

## Client Area Shortcuts

1. F2: New client
2. F3: Change client
3. F4: Remove client
4. F5: Client notes
5. F8: Post (Create Invoice)
6. F10: Accounting
7. Ctrl + F2: Close client
8. ↑ Shift + F5: Invoice instructions
9. ↑ Shift + Ctrl + F8: Pre-Invoice
10. Ctrl + F9: Client more stuff

## Patient Area Shortcuts

1. F2 - New patient
2. F3 - Change patient
3. F4 - Remove patient
4. F5 - Patient notes:
5. F6 - Check-in patient:
6. F7 - Choose patient:
7. F8 - Post (Create Invoice):
8. Ctrl + F6 - Chart:
9. Ctrl + F10 - e-Travel Sheet:
10. ↑ Shift + F5 - Invoice instructions:

## Patient Area - Reminder tab Shortcuts

1. F2 - New patient
2. F3 - Change patient
3. F4 - Remove patient
4. F6 - Show all reminders:
5. Shift + F8 - Post reminder:

## **Patient Area - Follow ups tab Shortcuts**

1. F2 - New patient
2. F3 - Change patient
3. F4 - Remove patient

## **Patient Area -Ownership tab Shortcuts**

1. F2 - New patient
2. F3 - Change patient
3. F4 - Remove patient

## **Patient Area -Schedule tab Shortcuts**

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F5 - Appointment notes:
5. Alt + F10 - Whiteboard:

## **Medical history Shortcuts**

1. F2 - New Medical History:
2. F3 - Change Medical History:
3. F4 - Remove Medical History:
4. F5 - Notes for Highlighted Entry:
5. F6 - Check-in Patient:
6. F7 - Open Treatment List:
7. F8 - Post (Create Invoice):
8. F9 - Open Appointment Calendar:
9. F10 - Medical Condition (SOAP):
10. Ctrl + F5 - Doctor's Instructions:
11. Ctrl + P - Show/Hide Amount:
12. Alt + F9 - Drug Label:
13. ↑ Shift + F8 - History Mode:
14. ↑ Shift + F10 - Zoom:

## **Accounting Shortcuts**

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F5 - Accounting Notes:
5. F6 - Show Detail:
6. F8 - New Invoice:
7. Shift + F8 - Calculator:
8. Shift + Ctrl + F8 - Pre-Invoice:

## Appointment calendar Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F5 - Notes:
5. F6 - Patient (must highlight on a patient):
6. F7 - Choose client:
7. F8 - Check-in:
8. F9 - Toggle CID/Appointment calendar:
9. F11 - Refresh:

## Boarding Calendar Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F5 - Boarding notes:
5. F6 - Go to Patient:
6. F9 - Go to appointment calendar:
7. F10 - Go To date:
8. F11 - Refresh:
9. Alt + F10 - Whiteboard:
10. Space - Bring to Front (stacked appointments):
11. ↑ - Shift + F9 - Toggle CID/Boarding calendar:
12. Alt + F10 - Whiteboard (only if patient checked into boarding):

## Users & Security Shortcuts

1. F2 -New
2. F3 -Change
3. F4 -Remove
4. Shift + F2 -Another

## Treatment List Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F11 - Refresh:
5. Shift + F2 - Another:
6. Ctrl + A - Select All:
7. Ctrl + Alt + H - Entry History:
8. Ctrl + Z - Undo:
9. Shift + Ctrl + Z - Redo:
10. Shift + Ctrl + P - Show/Hide Preview:
11. Shift + Ctrl + G - Show/Hide Group Panel:

## Inventory List Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F11 - Refresh:
5. Shift + F2 - Another:
6. Ctrl + A - Select All:
7. Ctrl + Alt + H - Entry History:
8. Ctrl + Z - Undo:
9. Shift + Ctrl + Z - Redo:
10. Shift + Ctrl + P - Show/Hide Preview:
11. Shift + Ctrl + G - Show/Hide Group Panel:

## Information Search/Library Shortcuts

1. F2: New
2. F4: Remove
3. F6: Choose
4. F7: Remove

## Problem List Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F5 - Notes (must select a problem):
5. F11 - Refresh:
6. Ctrl + A - Select All:
7. Ctrl + Alt + H - Entry history:
8. Ctrl + Z - Undo:
9. ↑ Shift + F2 - Another (must select a problem):
10. ↑ Shift + Ctrl + Z - Redo:
11. ↑ Shift + Ctrl + P - Show/Hide Preview:
12. ↑ Shift + Ctrl + G - Show/Hide Group Panel:

## Diagnosis List Shortcuts

1. F2 (New):
2. F3 (Change):
3. F4 (Remove):
4. F5 (Instructions):
5. F11 (Refresh):
6. Ctrl + A (Select All):
7. Ctrl + Alt + H (Entry History):
8. Ctrl + Z (Undo):
9. ↑ + Shift + F2 (Another - must select a problem):

10. ↑ + Shift + Ctrl + Z (Redo):
11. ↑ + Shift + Ctrl + P (Show/Hide Preview):
12. ↑ + Shift + Ctrl + G (Show/Hide Group Panel):

## Q & A Maintenance Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F5 - Notes:
5. F11 - Refresh:
6. Ctrl + A - Select All:
7. Ctrl + Alt + H - Entry History:
8. Ctrl + P - Print:

## Estimate Maintenance Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F5 - Notes (must select an estimate entry):
5. F11 - Refresh:
6. Ctrl + A - Select All:
7. Ctrl + Alt + H - Entry History:
8. Ctrl + Z - Undo:
9. ↑ Shift + F2 - Another (must select an estimate entry):
10. ↑ Shift + Ctrl + Z - Redo:
11. ↑ Shift + Ctrl + P - Show/Hide Preview:
12. ↑ Shift + Ctrl + G - Show/Hide Group Panel:

## Follow-up list Shortcuts

1. F2 - New:
2. F3 - Change:
3. F4 - Remove:
4. F8 - Post (must select a follow-up):
5. F11 - Refresh:
6. Ctrl + A - Select All:
7. Ctrl + P - Report:
8. Ctrl + Z - Undo:
9. Ctrl + Alt + H - Entry History:
10. Shift + Ctrl + Z: -Redo
11. Shift + Ctrl + P - Show/Hide Preview
12. Shift + Ctrl + G:-Show/Hide Group Panel

13. Shift + Ctrl + A: Expand all