

AVIMARK HOT KEYS

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General Shortcut keys:

These shortcuts work in many areas of the program

F1 – Help

F9 – Open Appointment Calendar

F11 – Refresh

F12 – Logout

Alt+F10 – Open Whiteboard

Shift+F9 – Open Boarding Calendar

Client Area:

F2 – New client

F3 – Change client

F4 – Remove client

F5 – Client notes

F8 – Post (Create Invoice)

F10 – Accounting

Ctrl+F2 – Close client

Shift+F5 – Invoice instructions

Shift+Ctrl+F8 – Pre-Invoice

Ctrl+F9 – Client more stuff

Patient Area:

F2 – New patient

F3 – Change patient

F4 – Remove patient

F5 – Patient notes

F6 – Check-in patient

F7 – Choose patient

F8 – Post (Create Invoice)

Ctrl+F6 – Chart

Ctrl+F10 – e-Travel Sheet

Shift+F5 – Invoice instructions

Patient Area – Reminder Tab:

F2 – New

F3 – Change

F4 – Remove

F6 – Show all reminders

Shift +F8 – Post reminder

Patient Area – Follow-ups Tab:

F2 – New

F3 – Change

F4 – Remove

Patient Area – Estimates Tab:

F2 – New

F3 – Change

F4 – Remove

F7 – Choose

Patient Area – Ownership Tab:

F2 – New

F3 – Change

F4 – Remove

Patient Area – Schedule Tab:

F2 – New

F3 – Change

F4 – Remove

F5 – Appointment notes

Alt+F10 – Whiteboard

Medical History:

- F2** – New medical history
- F3** – Change medical history
- F4** – Remove medical history
- F5** – Notes for highlighted entry
- F6** – Check-in patient
- F7** – Open treatment list
- F8** – Post (Create Invoice)
- F9** – Open appointment calendar
- F10** – Medical Condition (SOAP)
- Ctrl+F5** – Doctor's Instructions
- Ctrl+P** – Show/Hide amount
- Alt+F9** – Drug Label
- Shift+F8** – History Mode
- Shift+F10** – Zoom

Accounting:

- F2** – New
- F3** – Change
- F4** – Remove
- F5** – Accounting notes
- F6** – Show Detail
- F8** – New invoice
- Shift+F8** – Calculator
- Shift+Ctrl+F8** – Pre-Invoice

Appointment Calendar:

- F2** – New
- F3** – Change
- F4** – Remove
- F5** – Notes
- F6** – Patient (must highlight on a patient)
- F7** – Choose client
- F8** – Check-in
- F9** – Toggle CID/Appointment calendar
- F11** – Refresh

Boarding Calendar:

- F2** – New
- F3** – Change
- F4** – Remove
- F5** – Boarding notes
- F6** – Go to Patient
- F9** – Go to appointment calendar
- F10** – Go To Date
- F11** – Refresh
- Alt+F10** – Whiteboard
- Space** – Bring to Front (stacked appointments)
- Shift+F9** – Toggle CID/Boarding calendar
- Alt+F10** – Whiteboard (only if patient checked into boarding)

Users & Security:

- F2** – New
- F3** – Change
- F4** – Remove
- Shift+F2** – Another

Treatment List:

F2 — New

F3 — Change

F4 — Remove

F11 — Refresh

Shift+F2 — Another

Ctrl+A — Select All

Ctrl+Alt+H — Entry History

Ctrl+Z — Undo

Shift+Ctrl+Z — Redo

Shift+Ctrl+P — Show/Hide Preview

Shift+Ctrl+G — Show/Hide Group Panel

Inventory List:

F2 — New

F3 — Change

F4 — Remove

F5 — Instructions

F11 — Refresh

Ctrl+A — Select All

Ctrl+Z — Undo

Ctrl+Alt+H — Entry History

Shift+F2 — Another

Shift+Ctrl+Z — Redo

Shift+Ctrl+P — Show/Hide Preview

Shift+Ctrl+G — Show/Hide Group Panel

Information Search/Library:

F2 — New

F4 — Remove

F6 — Choose

F7 — Remove

Problem List:

F2 — New

F3 — Change

F4 — Remove

F5 — Notes (must select a problem)

F11 — Refresh

Ctrl+A — Select All

Ctrl+Alt+H — Entry History

Ctrl+Z — Undo

Shift+F2 — Another (must select a problem)

Shift+Ctrl+Z — Redo

Shift+Ctrl+P — Show/Hide Preview

Shift+Ctrl+G — Show/Hide Group Panel

Diagnosis List:

F2 — New

F3 — Change

F4 — Remove

F5 — Instructions

F11 — Refresh

Ctrl+A — Select All

Ctrl+Alt+H — Entry History

Ctrl+Z — Undo

Shift+F2 — Another (must select a problem)

Shift+Ctrl+Z — Redo

Shift+Ctrl+P — Show/Hide Preview

Shift+Ctrl+G — Show/Hide Group Panel

Q & A Maintenance:

F2 — New

F3 — Change

F4 — Remove

F5 — Notes

F11 — Refresh

Ctrl+A — Select All

Ctrl+Alt+H — Entry History

Ctrl+P — Print

Estimate Maintenance:

F2 — New

F3 — Change

F4 — Remove

F5 — Notes (must select a estimate entry)

F11 — Refresh

Ctrl+A — Select All

Ctrl+Alt+H — Entry History

Ctrl+Z — Undo

Shift+F2 — Another (must select a estimate entry)

Shift+Ctrl+Z — Redo

Shift+Ctrl+P — Show/Hide Preview

Shift+Ctrl+G — Show/Hide Group Panel

Follow Up List:

F2 — New

F3 — Change

F4 — Remove

F8 — Post (must select a follow up)

F11 — Refresh

Ctrl+A — Select All

Ctrl+P — Report

Ctrl+Z — Undo

Ctrl+Alt+H — Entry History

Shift+Ctrl+Z — Redo

Shift+Ctrl+P — Show/Hide Preview

Shift+Ctrl+G — Show/Hide Group Panel

Shift+Ctrl+A — Expand All

Shift+Ctrl+G — Show/Hide Group Panel