



# Hot Keys



AVIMARK®

# Avimark Hot Keys

## 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

## Patient Area (continued):

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

# Avimark Hot Keys

## 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

## Medical History (continued):

- 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

**Diagnosis List (continued):**

- 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