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Keyboard shortcuts

These are the keyboard shortcuts you can use in mSupply. They can really speed up your work because using them is much quicker than using a mouse once you get used to them. Try it and see!



The Windows operating system uses the Control key and the Mac operating system uses the Command key to activate keyboard shortcuts. For clarity's sake we've used the control key in the table below. If you're using a Mac just substitute Command for Control.

Shortcut	What it does			
General useful com	nputer shortcuts / Navigation keys - work in most applications			
Ctrl + A	Select All text in a field / cell			
Control + X	Cut			
Control + C	Сору			
Control + V	Paste			
Control + Z	Undo			
Control + Y	Redo			
Control + Q	Quit the application			
Tab	moves focus to next field / cell			
Shift Tab	moves focus to previous field / cell			
Spacebar	toggles between two options (with a checkbox or radio button), e.g. Male / Female in Patient details entry window			
Almost Everywhere				
Enter	Activates the default button (which is highlighted) on the active window. Default button is usually OK.			
Control + . (full stop)	Cancel/Delete			
Control + Shift + N	OK & Next			
Control + Shift + P	OK & Previous			
Navigator				
Control + F	Show customer invoices			
Control + I	Show items			
Control + N	New customer invoice			
Control + J	Show supplier invoices			
Control + H	New supplier invoice			
Control + 1	Show log in window			
Control + 2	Show switch stores window (same as log-in but no need to enter user/pass)			
Control + 0 (zero)	Show purchase orders			
Control + Y	Show customers			
Control + U	Show suppliers			
Invoice entry				
Control + N	Add a new line to the invoice			
Control + Shift + N	OK & Next to save, print (if printing checked) and open a new prescription entwindow			
Invoice line entry				

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Shortcut	What it does			
General useful computer shortcuts / Navigation keys - work in most applications				
Control + K	Same as clicking OK (Enter key is the default OK & Next button)			
Choice lists				
U or up arrow	Highlight the next line above the currently highlighted line			
D or down arrow	Highlight the next line below the currently highlighted line			
Stocktake list				
Control + N	Add a new stocktake			
Control + Shift + N	Add a new blank stocktake			
Stocktake entry				
Control + N	Add a new line to the stocktake			

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