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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 computer 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. Also used after typing in a selection textbox (e.g. item name) to bring up a window showing selections which match what was typed. But this isn't technically a shortcut, just the way the fields work!		
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		

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Shortcut	What it does			
General useful computer shortcuts / Navigation keys - work in most applications				
Control + Shift + N	OK & Next to save, print (if printing checked) and open a new prescription entry window			
Invoice line entry				
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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Last update: 2019/08/28 23:46

