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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	
Shift Tab	moves focus to previous field / cell	
Spacebar	toggles between two options, 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 entry window	
Invoice line entry		
Control + K	Same as clicking <b>OK</b> (Enter key is the default <b>OK &amp; Next</b> button)	

Shortcut	What it does	
General useful computer shortcuts / Navigation keys - work in most applications		
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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