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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	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 (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 entry window				
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 <b>OK</b> (Enter key is the default <b>OK &amp; Next</b> 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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