# 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 | Copy |
| 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** | |
| Control + K | Same as clicking **OK** (Enter key is the default **OK & Next** 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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