

# Keyboard Shortcuts

Merlin Release Notes 2.3.52

## What is it?

We have evaluated the use of the keyboard within the Treatment screen as we look to decrease the amount of time spent on the computer whilst in the consult room.

We have therefore reviewed cursor focus, tabbing and added Keyboard shortcuts throughout the module. We will continue to evaluate other areas of the system for future releases.

### Key Terms

Cursor Focus = The box/button selected when a screen is loaded.

Tabbing = Navigation from box/button to box/button.

Keyboard Shortcuts = Using the keyboard to load functions rather than clicking the mouse.

### Space Bar



### Return Key



### Ctrl Key



## Alt Key



## Delete Key



## Tab Key



## Arrow Keys

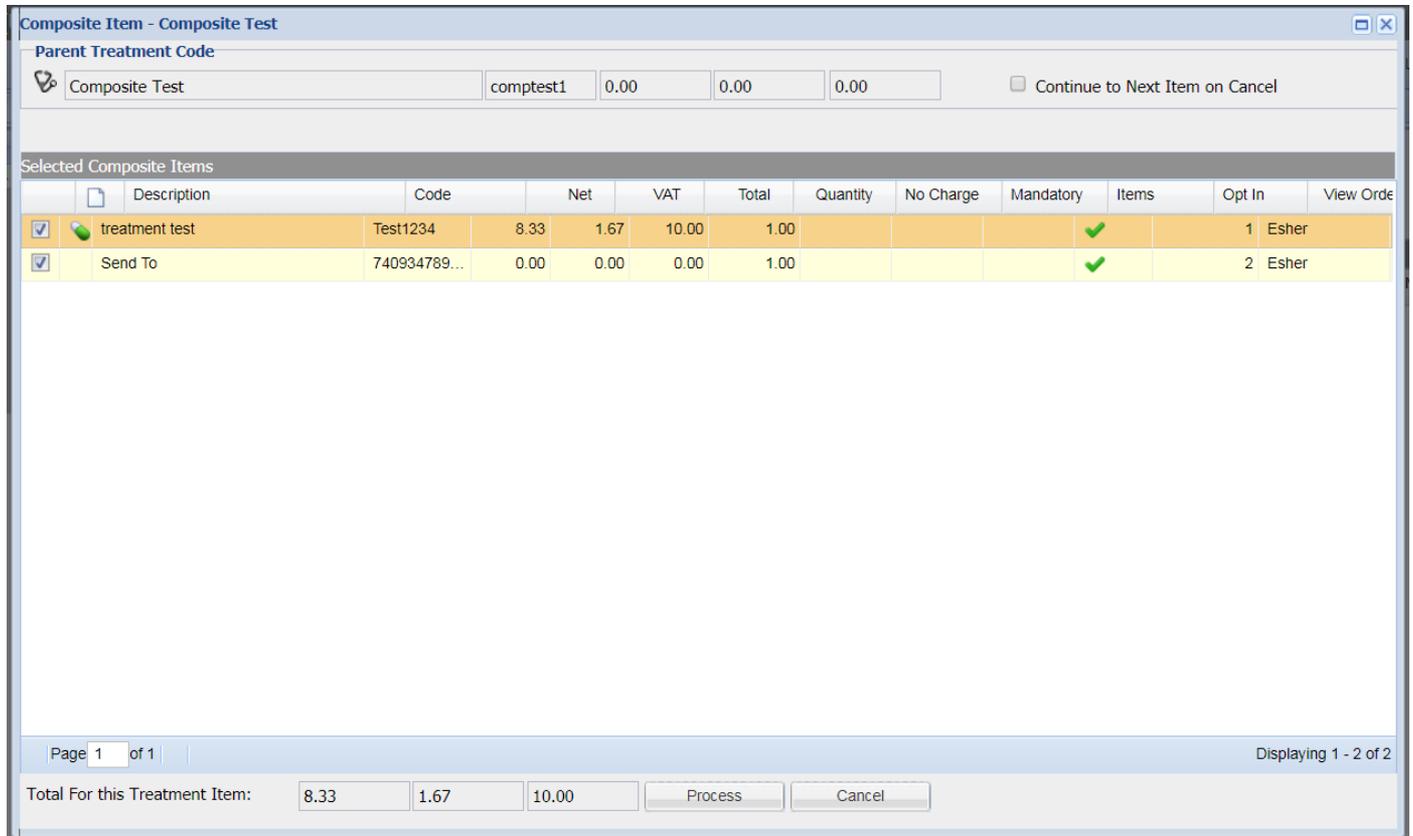


## How does it work?

The below example shows how each treatment option within the system has been reviewed.

### Add Composite Item

The **Arrow keys** can be used to navigate between items. Use the **Space Bar** to tick/un-tick required items. Once the required items have been selected, use the **Return Key** to 'Process' the treatment.



Composite Item - Composite Test

Parent Treatment Code

Composite Test    comptest1    0.00    0.00    0.00     Continue to Next Item on Cancel

Selected Composite Items

|                                     | Description    | Code         | Net  | VAT  | Total | Quantity | No Charge | Mandatory | Items                               | Opt In | View Order |
|-------------------------------------|----------------|--------------|------|------|-------|----------|-----------|-----------|-------------------------------------|--------|------------|
| <input checked="" type="checkbox"/> | treatment test | Test1234     | 8.33 | 1.67 | 10.00 | 1.00     |           |           | <input checked="" type="checkbox"/> | 1      | Esher      |
| <input checked="" type="checkbox"/> | Send To        | 740934789... | 0.00 | 0.00 | 0.00  | 1.00     |           |           | <input checked="" type="checkbox"/> | 2      | Esher      |

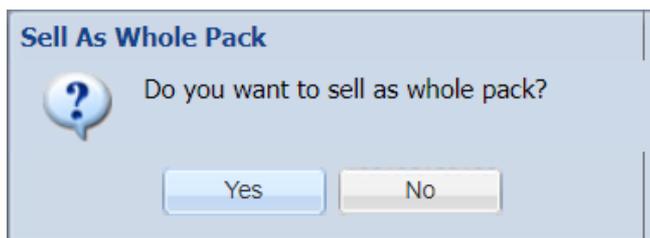
Page 1 of 1    Displaying 1 - 2 of 2

Total For this Treatment Item:    8.33    1.67    10.00       

### Sell as Whole Pack?

Cursor focus is on 'Yes'. Use the **Tab key** or the **Arrow Keys** to move the focus to 'No'. press the **Return Key** to execute the highlighted option.

Alternatively, press the **Y** key for 'Yes' or the **N** key for 'No'.



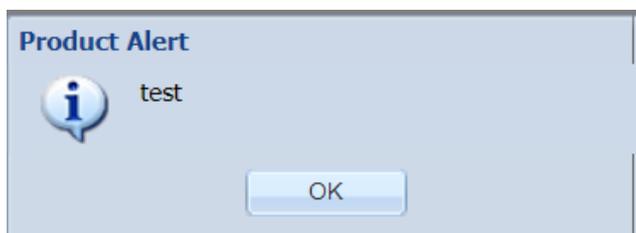
**Sell As Whole Pack**

 Do you want to sell as whole pack?

### Product Alert

Message is displayed and cursor focus is on 'Ok'. Press the **Return Key** to execute the highlighted option.



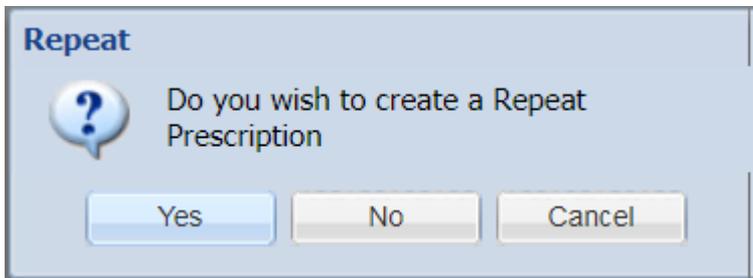
**Product Alert**

 test

### Create Repeat Prescription

Cursor focus is on 'Yes'. Use the **Tab key** or the **Arrow Keys** to move the focus to 'No'. Press the **Return Key** to execute the highlighted option.

Alternatively, press the **Y** key for 'Yes' or the **N** key for 'No'.

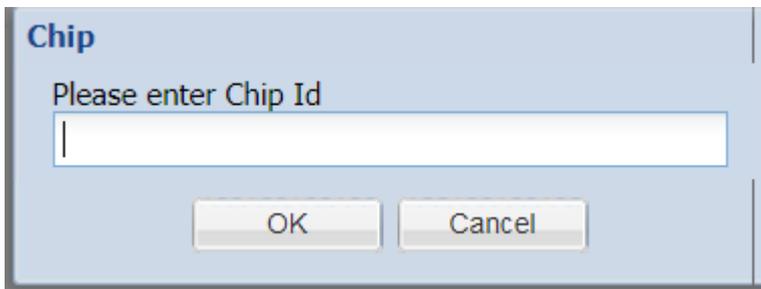


**Repeat**

 Do you wish to create a Repeat Prescription

### Microchip

Cursor Focus is in the text box. Enter the microchip number and use the **Tab Key** to highlight 'Ok'. Press the **Return Key** to execute the highlighted option.



**Chip**

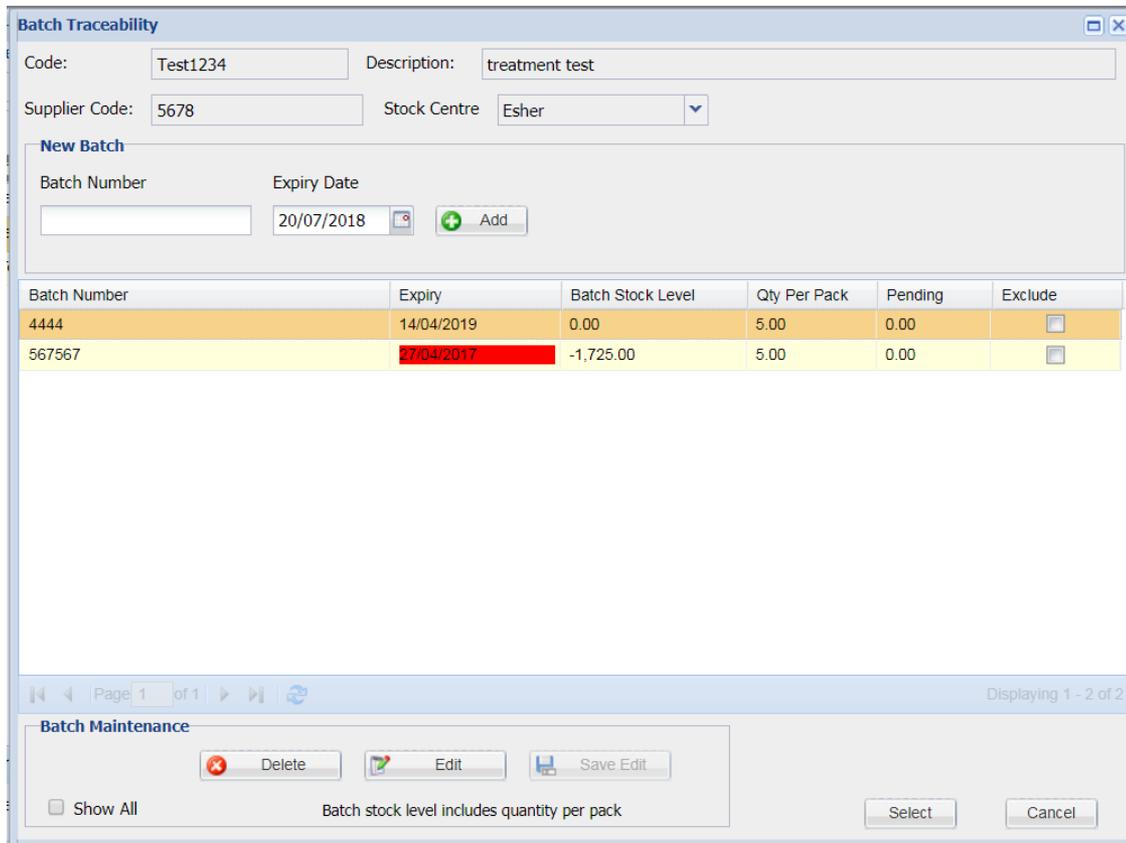
Please enter Chip Id

### Batch Traceability

On load, the cursor focus is on the first listed batch number. Use the **Arrow Keys** to navigate between batch numbers.

Press the **Return Key** to select the batch number.

Please Note: If there are no batch numbers, or if all batch numbers have expired, the Cursor focus will be on the batch number field box. The User can then enter the batch number, **Tab Key** to the expiry date field, **Tab Key** to the add button and **Return Key** to add the batch number. Once the batch number has been added, press the **Return Key** to select the batch number.



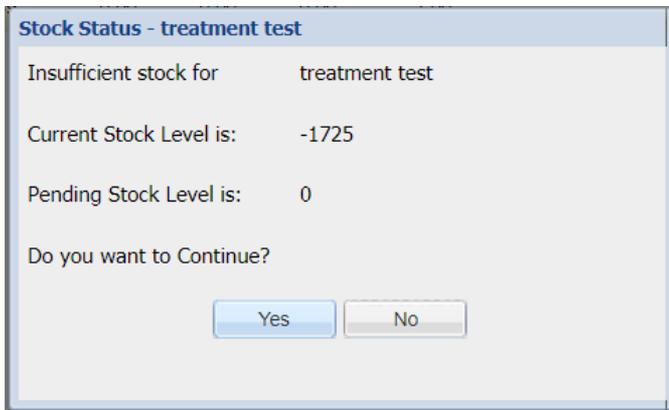
| Batch Number | Expiry     | Batch Stock Level | Qty Per Pack | Pending | Exclude                  |
|--------------|------------|-------------------|--------------|---------|--------------------------|
| 4444         | 14/04/2019 | 0.00              | 5.00         | 0.00    | <input type="checkbox"/> |
| 567567       | 27/04/2017 | -1,725.00         | 5.00         | 0.00    | <input type="checkbox"/> |

This screen has also been changed to improve the user experience. All batch administration buttons have been moved to the bottom of the screen within the 'Batch Maintenance' box.

### Insufficient Stock Notification

Cursor Focus is on 'Yes'. Use the **Tab key** or the **Arrow Keys** to move the focus to 'No'. Press the **Return Key** to execute the highlighted option.

Alternatively, press the **Y** key for 'Yes' or the **N** key for 'No'.



### Multi-Dispensing Fee

Cursor focus is on the Dispensing Fee Drop-down list. Use the **Arrow Keys** to select a Surgeon. Once a surgeon has been selected, use the **Tab Key** to highlight 'Ok' or 'Cancel'.

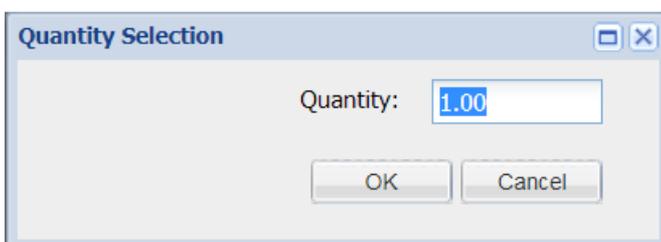
Press the **Return Key** to execute the highlighted option.



### Quantity Selection

Cursor focus is on the quantity box. Once entered, use the **Tab Key** to highlight 'Ok' or 'Cancel'.

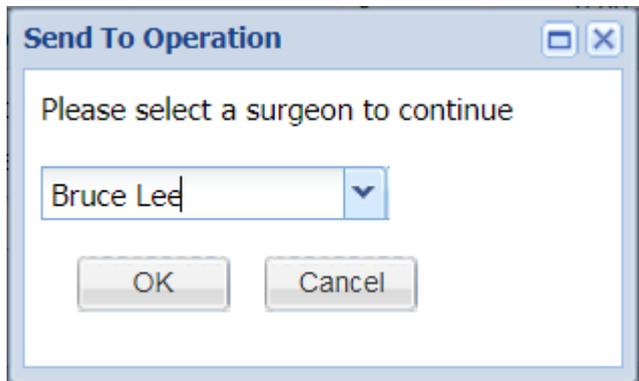
Press the **Return Key** to execute the highlighted option.



### Send To

For all 'Send To' options, cursor focus is on the Surgeon Drop-down list. Use the **Arrow Keys** to select a Surgeon. Once a surgeon has been selected, use the **Tab Key** to highlight 'Ok' or 'Cancel'.

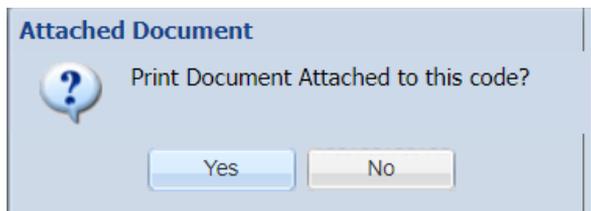
Press the **Return Key** to execute the highlighted option.



### Document Attachment

Cursor Focus is on 'Yes'. Use the **Tab key** or the **Arrow Keys** to move the focus to 'No'. Press the **Return Key** to execute the highlighted option.

Alternatively, press the **Y** key for 'Yes' or the **N** key for 'No'.

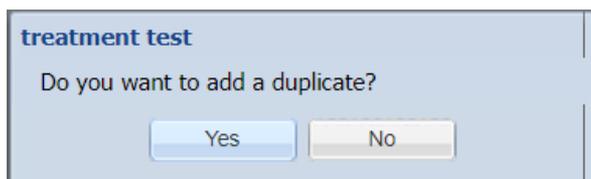


### Duplicate Item Prompt

When adding an item that has already been added to draft a notification message appears.

Cursor Focus is on 'Yes'. Use the **Tab key** or the **Arrow Keys** to move the focus to 'No'. Press the **Return Key** to execute the highlighted option.

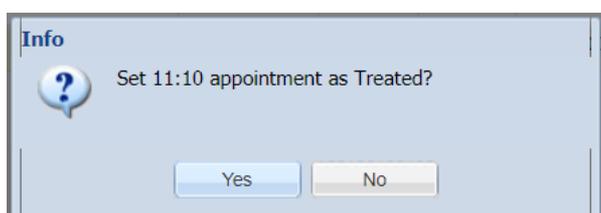
Alternatively, press the **Y** key for 'Yes' or the **N** key for 'No'.



### Set as Treated

Cursor Focus is on 'Yes'. Use the **Tab key** or the **Arrow Keys** to move the focus to 'No'. Press the **Return Key** to execute the highlighted option.

Alternatively, press the **Y** key for 'Yes' or the **N** key for 'No'.

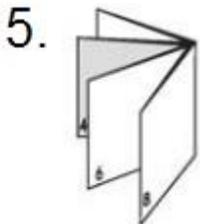
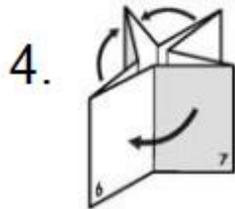
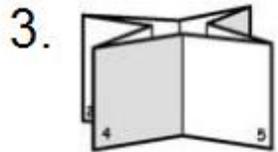
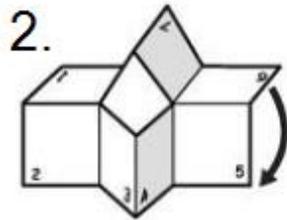
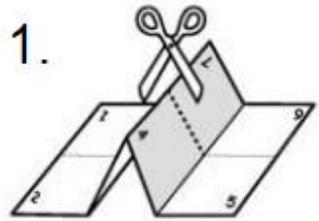


## Keyboard shortcuts

The following keyboard shortcuts have been added to the system within the treatment screen. Print this page and follow the instructions below to print your own shortcut booklet!

### Booklet Instructions:

To Print the booklet, print Page 11 of this document and follow the instructions below:





The following shortcuts can also be used within the system.

**CTRL+X** = Cut selected text  
**CTRL+C** = Copy selected text  
**CTRL+V** = Paste selected text

Another useful tool in Google Chrome is the 'Find tool'. It can be triggered using the shortcut: **CTRL+F**

### Did You Know?



### Deleting Item

**DELETE**

Deletes the selected item.

### Clinical Notes



**ALT+N**

Triggers the Clinical Notes button

### Consent Documents



**ALT+C**

Opens Consent Forms Window

### Add Weight



**ALT+W**

Opens the Add Weight prompt

### Save Draft



**ALT+S**

Save Draft to history (Invoice item)