



Pharmacy Manager 16.4 cheat sheet

eMessages

Ctrl + #	Enter barcode
F2	Request nominated prescriptions
F3	Change patient's nomination details
F4	Search for local patient record for this electronic prescription
F5	Print dispensing token
Alt + D	eMessage details
New - ready to dispense:	
Alt + U	Return
Alt + P	Dispense
In progress - awaiting collection:	
Alt + C	Collect
Alt + E	Edit
Alt + O	Endorse
Alt + R	Reset
Ready to notify:	
Alt + E	Endorse
Alt + N	Notify
Ready to claim:	
Alt + C	Claim

Dispensary

F1	Help
F2	Find Caution
F3	Patient Details - Other tab
F4	Find Direction
F5	Dispensary supply details
F6	Patient details - Medication History
F7	Prescriber details
F8	Prescription Item Details
F9	Dispensed as - Product details
F10	New Supply
F11	Confirm warnings
F12	Issue/Finish
Ctrl + F3	New product
Ctrl + F4	Manage trusted directions

Ctrl + F5	Bag label
Ctrl + F7	Reprint label
Ctrl + F6	Redispatch
Ctrl + F8	Temporary patient
Ctrl + F9	Written as - Product details
Ctrl + F10	Abandon
Ctrl + F11	Confirm ALL warnings
Ctrl + F12	Extra labels to print
Ctrl + A	Recall last patient
Ctrl + B	Select Brand
Ctrl + C	Alternative Pack Substitution
Ctrl + D	Do NOT print DILS leaflet
Ctrl + E	Endorse item
Ctrl + F	Select form type
Ctrl + G	Select generic
Ctrl + H	Printed endorsements
Ctrl + I	Instalments
Ctrl + K	Compress directions
Ctrl + L	Show surgery prescriber list
Ctrl + M	Edit item
Ctrl + N	Next item
Ctrl + O	Auto order
Ctrl + P	Preview item
Ctrl + Q	View history
Ctrl + R	Regular medication
Ctrl + S	Print DILS leaflet
Ctrl + T	Toggle NHS/Private
Ctrl + U	Batch number
Ctrl + V	Start intervention
Ctrl + W	View PIL
Ctrl + Y	Next surgery prescriber
Ctrl + Z	Delete
Alt + G	Default GP
Alt + I	Insert item
Alt + S	Save to pending
Page Up	Increase order (Only available if automated ordering is switched off)
Page Down	Decrease order (Only available if automated ordering is switched off)

	off)
Insert	Dispense without printing
Ctrl + Alt + Q	Quick interaction check
Ctrl + Alt + R	Show/hide prescription
Ctrl + Alt + T	Recalculate interactions
Ctrl + Alt + U	Select multiple items
Ctrl + Shift + D	Select from deal
Ctrl + Shift + V	Paste
Shift + Insert	Dispensed by appliance contractor

Ordering

F5	Place all complete
F6	Place item complete
F7	Place item partial
F8	Book in all complete
F9	Book in item complete
F10	Book in item partial
Ctrl + A	Select all
Ctrl + D	Stock order item details
Ctrl + E	View sent orders
Ctrl + F	Select items on a placed order
Ctrl + G	Goods due in by supplier
Ctrl + H	Change order set
Ctrl + I	Reset items to pending
Ctrl + L	Held back
Ctrl + N	Send now
Ctrl + O	View outstanding items on selected order set
Ctrl + P	Order Pad
Ctrl + R	Refresh list
Ctrl + S	Split order
Ctrl + T	Print last order
Ctrl + U	Ordering suppliers
Ctrl + Page Up	Increase order
Ctrl + Page Down	Decrease order
Insert	Add item
Del	Delete item

MDS

Alt + V	Send eMAR
Ctrl + A	Select all
Ctrl + C	Print selected cassettes
Ctrl + D	Details of patient
Ctrl + F	Align MAR sheet
Ctrl + H	Details of home
Ctrl + I	Preview selected eMAR(s)
Ctrl + K	Print black MAR sheet
Ctrl + M	Print outstanding MARs
Ctrl + N	Preview selected MAR(s)
Ctrl + O	Preview outstanding MAR(s)
Ctrl + P	Edit current period
Ctrl + R	Print selected repeat script requests
Ctrl + S	Print select MARs
Ctrl + T	Print outstanding cassettes
Ctrl + W	Preview mid-cycle MAR
Insert	Add patient
Del	Remove patient
F6	Patient medication

Other

See below for a list of additional keyboard shortcuts for use in Pharmacy Manager:

Pending Screen:

Alt + R	Refresh list
Ctrl + A	Select all
Del	Delete
F5	Details
F6	Edit
F8	Collect prescription
F9	Endorse form

Reports Screen:

F3	Details
F5	Review
F6	Run
Insert	New
Del	Delete

Miscellaneous:

Shift + Ctrl + F1	Find patient
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Shift + Ctrl + F2	Find product
Shift + Ctrl + F3	Find supplier
Shift + Ctrl + F4	Find prescriber
Shift + Ctrl + F5	Find institution
Shift + Ctrl + F6	Directions
Shift + Ctrl + F7	Counter file
Shift + Ctrl + F8	Nursing home
Shift + Ctrl + F9	Stock adjustment
Shift + Ctrl + F11	Leaflets
Shift + Ctrl + F12	Cautions
Ctrl + Q	View history
Ctrl + #	Enter barcode
Ctrl + Alt + Q	Quick Interaction Check
Shift + Ctrl + A	Audit content
Shift + Ctrl + D	Dm+d Items
Shift + Ctrl + F	BNF Home Page - Adults
Shift + Ctrl + I	Intervention reasons
Shift + Ctrl + T	Trusted Directions
Shift + Ctrl + Y	BNF Home Page - Children

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More information: defkey.com/pt/pharmacy-manager-16-4-shortcuts

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