

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

Esc	F1	F2	F3	F4	F5	F6	F7	F8	F9 F1	0 F11 F12	Prnt Scr	Scroll	Pouse	0	0	0	
,	1 2	3	4	5	6	7	8 9	o		+ <- Backspace	Insert	Home	Pg Up	Num Lock	/	•	
< Tab	Q	w	E F	R T	Y	U	1	о Р	t] <- Return	Delete	End	Pd Down	7	8	٩	
Cape Lock	A	s	D	F	д н	J	к	L	, @	•				4	5	6	+
Shift	\ Z	×	c	v	в	N	M , <	>.	?	Shift		t		1	2	3	
Ctri		Jt						AltGr	•	Ctrl	-	Ļ	→				Enter

Ctrl Key

Esc F1	F2 F3	F4 F5 F6 F7 F8	F9 F10 F11 F12	Prnt Scr Scroll Pouse	0 0	0
, 1 2	3 4	5 6 7 8 9	0 - + <- Bookspace	Insert Home Pg Up	Num Look /	•
< Tab Q	W E	R T Y U I O	P [] <- Return	Delete End Pd Down	7 8	9
Caps Lock A	S D	F G H J K L	L ; @ #		4 5	6
Shift \	z x c	V B N M ,<	>. ? Shift	1	1 2	3
Ctrl	Alt		AltGr		0	. Enter



Alt Key

Esc	F1 F2	F3 F	4 F5	F6 F7 F1	18 F9 F1	0 F11 F12	Prnt Scr Scroll	Pause	0 0	0
. 1	2 3	4 5	6 7	8 9	0 -	+ <- Backspace	Insert Home	Pg Up	Num Look /	•
< Tab	a w	E R	тү	U I O	Р [] <- Return	Delete End	Pd Down	7 8	9
Caps Lock	A S	DF	G H	J К	L ; @	*			4 5	6
Shift \	z x	c	V B N	м ,<	>. ?	Shift	t		1 2	3
Ctri	Alt				AltGr	Ctrl	↓ →	→	0	. Enter

Delete Key

Esc	F1	F2	F3	F4	F5	F6	F7	F8		F9	F10	F11 F12	Prnt Scr	Scroll	Pause	0	0	0	
	1 2	3	4	5	6	7	8		0		+	<- Backspace	Insert	Home	Pg Up	Num Lock	,	•	
< Tab	Q	w	E R	т	Y	U	I	o	Р	ſ] <- Return	Delete	End	Pd Down	7	8	٩	
Caps Lo	ick A	s	D	FG	н	J	к	L			•					4	5	6	+
Shift	\ Z	×	c	v	в	N	м	, <	>.	?		Shift		1		1	2	3	Entre
Ctrl	4	Alt							AltGr			Ctrl	-	ļ	-	0			Enter

Tab Key

Esc		F1	F2	F3	F4	P	5 FI	5	F7		F9	F10	F11 F12	Prnt Scr	Scroll	Pause	0	0	0	
	1	2	з	4	5	6	7	8	٩	0		+	<- Backspace	Insert	Home	Pg Up	Num Lock	/	•	•
<pre></pre>	٩		~	E	R	т	Y	,	I	P P	ſ] <- Return	Delete	End	Pd Down	7	8	9	
Caps Loc	*	A	s	D	F	G	н	J	к	L		@	*				4	5	6	+
Shift	×	z	x	c	v	в	N	м	,<	>.	?		Shift		t		1	2	3	
Ctrl	4	A	Jt .							AltGr			Ctrl	-	ļ	→	0			Enter

Arrow Keys

Esc		F1 F	2	F3	F4	F5	F6	F	7 F	8	F9	F10	F11 F12	Prnt Scr	Scroll	Pouse	0	0	0	
,	1	2	3	4	5	6	7	8	q	o	-	+	<- Backspace	Insert	Home	Pg Up	Num Lock	,	•	•
< Tab	Q	w	E	R	т	, ,	U	1	. c	р	ſ] <- Return	Delete	End	Pd Down	7	8	٩	
Caps Loc	ck A	s	D		F	G	н	J	к	L		0	•				4	5	6	
Shift	χ.	z	×	с	v	в	N	м	, <	>.	?		Shift		t		1	2	з	Enter
Ctrl	4	Alt								AltGr			Ctri	-	ţ	→	0			



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.

Com	posit	e Item - Composite Test											
Pa	rent	Freatment Code											
V	Cor	nposite Test		comptest1	0.00)	0.00	0.00		Conti	nue to Nex	kt Item on Cancel	
Sele	ted (`omposite Items											
	[Description	Code	N	let	VAT	Total	Quantity	No Charge	Mandator	y Items	s Opt In	View Orde
	8	treatment test	Test1234	8.33	1.67	10.00	1.00				v	1 Esher	
		Send To	740934789	0.00	0.00	0.00	1.00				~	2 Esher	
F	Page	1 of 1										Displayi	ng 1 - 2 of 2
Tota	al For	this Treatment Item:	8.33 1.67	10.00		Pro	cess	Cancel					
							Л						

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 V	Vhole Pack	
2	Do you want to sell as whole pack?	
	Yes No	

Product Alert

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

Product	Alert		
į	test		
		ок	



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'.



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 ente	er Chip Id		1
Í	OK	Cancel	
	UN	Cancer	



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 Traceabilit	ty					
Code:	Test1234	Description: treatme	ent test			
Supplier Code:	5678	Stock Centre Eshe	r 💌			
Batch Number	Expiry Da 20/07/2	ate 018 3 4dd				
Batch Number		Expiry	Batch Stock Level	Qty Per Pack	Pending	Exclude
4444		14/04/2019	0.00	5.00	0.00	
567567		27/04/2017	-1,725.00	5.00	0.00	
Id. J. Panel 1	of 1 b bit -2					Displaying 1 - 2 of 2
Batch Mainter						
battin Malifter	O Delete	Edit	Save Edit			
Show All	Ba	tch stock level includes quant	ity per pack		Select	Cancel

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'.

Stock Status - treatment te	st
Insufficient stock for	treatment test
Current Stock Level is:	-1725
Pending Stock Level is:	0
Do you want to Continue?	
Ye	s 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.

Dispens	sing Fee Selection			
Please	select a Dispensing Fee			
	Dispensing Fee Selection			
	40.00 - D (40)	¥		
	40.00 - D (40)		1	
	50.00 - E (50)		Cancel	
	60.00 - F (60)			
	70.00 - G (70)			Loading.

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.

Quantity Selection		
	Quantity:	1.00
	ОК	Cancel



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.

Send To Operation			
Please select a surgeon to continue			
Bruce Lee			
OK Cancel			

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'.

Attached Document			
Print Document Attached to this code?			
	Yes 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'.

treatment test			
Do you want to add a duplicate?			
	Yes	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'.

Info ?	Set 11:10 appointment as Treated?	
	Yes 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:







	S∂.5.S ≳ətoN əssələЯ nihəM	Another useful tool in Google Chrome is the 'Find tool'. It can be triggered using the shortcut: CTRL+F	Deletes the selected item.
Keyboard Shortcut Booklet		CTRL+X = Cut selected text CTRL+C = Copy selected text CTRL+V = Paste selected text	DELETE
		The following shortcuts can also be meters.	8
908q2 tev K		SwonY uoY bi ⊡	Deleting Item
Clinical Notes	Consent Documents	Add Weight	Save Draft
		db	
ALT+N	ALT+C	ALT+W	ALT+S
Triggers the Clinical Notes button	Opens Consent Forms Window	Opens the Add Weight prompt	Save Draft to history (Invoice item)