Propel Rx Hot Keys

Workbench

Location	Command	Hot Key
Action Buttons	Rx	Alt + R
	Correct	Alt + C
	PrescribeIT	Alt + T
	Intake	Alt + I
	Park	Alt + K
	Reject	Alt + E
	Detail	Alt + D
	Process	Alt + P
	Refresh	Alt + H
Tiles	Workflow	Alt + W
	Parked Rx	Alt + X
	Dialogue	Alt + L
	Pick Up/Delivery	Alt + U
	Messages	Alt + M
	Fax	Alt + F
	Activities	Alt + V
	EHR Queue*	Alt + Q

*For EHR enabled provinces

Navigation Bar

Location	Command	Hot Key
Left menu	Workbench	F1
	Rx Detail	F2
	Patient	F3
	Drug	F4
	Prescriber	F5
	Batch Manager	F6
	Batch Scan	F7
	Patient Centre	F8
	More (...)	F10

Compliance Automated Packaging

Location	Command	Hot Key
CAP	Send	Alt + S
	Reject	Alt + E

Prescription

Location	Command	Hot Key
Intake	Add to Workbench	Alt + W
	Process	Alt + P
	New Scan	Alt + N
	Select Image	Alt + S
	Sticky Note	Alt + T
	Copy Rx	Alt + X
	Add Rx	Alt + A
	Cancel	Alt + C
	Profile	Alt + R
	Exclude	Alt + E
Workflow Action Buttons	Rx	Alt + R
	Correct	Alt + C
	Detail	Alt + D
	Park	Alt + K
	Reject	Alt + E
	Close	Alt + L
Rx Detail	Hold	Alt + H
	Escape	Alt + E
	Queue	Alt + Q
	Fill	Alt + F
	Revert	Alt + V
Packaging	Add	Alt + A
	Package	Alt + P
Technical/ Clinical	Sign Rx	Alt + S
	Validate Rx	Alt + V
	Refresh	Alt + H
Aggregate	Sort	Alt + T
Correct	Amend	Alt + A
	Amend Next	Alt + N
	Rebill	Alt + B
	Refuse	Alt + R
	RTS	Alt + T
	Manual Reversal	Alt + M
	Trace # Reversal	Alt + V
	Wrong Patient	Alt + W

Patient

Location	Command	Hot Key
Search	Search	Alt + S
	Clear	Alt + R
	New	Alt + N
	Copy	Alt + Y
	Patient Match	Alt + M
	Quick Patient	Alt + Q
	OK	Alt + O
	Cancel	Alt + C
Tabs	Third Party	Alt + T
	Clinical	Alt + A
	Profile	Alt + P
	History	Alt + Y
	Programs	Alt + G
	Preferences	Alt + E
	Attachments	Alt + M
	Notes	Alt + N
Action Buttons	Search	Alt + H
	Rx	Alt + R
	Correct	Alt + C
	Intake	Alt + I
	Refill	Alt + F
	Detail	Alt + D
	Process	Alt + O
	Save	Alt + S
	Close	Alt + L
	Revert	Alt + V
Third Party	Add	Alt + D
Clinical	Add	Alt + D
Attach	Single Scan	Alt + I
	Duplex Scan	Alt + X
	Add	Alt + D
	Remove	Alt + O

Prescription Prompts

Location	Command	Hot Key
Duplicate checking	Refill	Alt + F
	ReAuth	Alt + R
	New	Alt + N
	Cancel	Alt + C
Interaction Detail	Print	Alt + P
	Next	Alt + N
	Accept	Alt + A
	Opinions	Alt + O
Drug Interchange	Replace	Alt + R
	Continue	Alt + O

💡 Hot key letters are underlined in Propel Rx for easy reference. If you can't see them, go to Windows Settings > Ease of Access (Win 10) or Accessibility (Win 11) > Keyboard and turn ON Enable shortcut underlines (Win 10) or Underline access keys (Win 11).