

# Keyboard Shortcuts

The following keyboard shortcuts can be used in Propel Rx.

## Throughout Propel Rx

Location	Command	Shortcut	Shortcut (2)
General Buttons	Yes	Shift + Y	Alt + Y
	No	Shift + N	Alt + N
	OK		Alt + O
	Cancel	Esc	
	Add	Shift + A	Alt + A
	Remove	Shift + R	Alt + R
	Print	Shift + P	Alt + P
	Search		Alt + S
	Clear		Alt + R

## Drug Folder

Location	Command	Shortcut	Shortcut (2)
Search	Clear		Alt + R
Inventory Tab	Order	Shift + O	Alt + O
Shipment	Filter	Shift + F	Alt + F
History (Inventory Tab)	Details	Shift + D	Alt + D

## Batch Manager

Location	Command	Shortcut	Shortcut (2)
Group Preferences	TP Threshold	Shift + T	Alt + T
Batch History Refill	Schedule		Alt + S

## Reports

Location	Command	Shortcut	Shortcut (2)
TP Reports	Select All	Shift + S	Alt + S
	Submit	Shift + U	Alt + U

## Workbench or Patient Folder

Location	Command	Shortcut	Shortcut (2)
Intake Correct	Process		Alt + P
	Amend	Shift + A	Alt + A
	Amend Next	Shift + N	Alt + N
	Rebill	Shift + B	Alt + B
	Refuse	Shift + R	Alt + R
	RTS	Shift + T	Alt + T
	Manual	Shift + M	Alt + M
	Reversal		
	Trace # Reversal	Shift + V	Alt + V
	Wrong Patient	Shift + W	Alt + W

## Patient Folder

Location	Command	Shortcut	Shortcut (2)
Search	New		Alt + N
	Copy	Shift + Y	Alt + Y
Quick Patient	Park		Alt + P
	View Park		Alt + V
	Process	Shift + P	Alt + P
	Barcode Scan	Shift + B	Alt + B
	Compare	Shift + M	Alt + M
	Third Party Tab	Help	Shift + H
Clinical Tab	Scan Card	Shift + S	Alt + S
	Lab Results		Alt + L
Profile Tab	Creatinine		Alt + C
	Select All		Alt + S
Programs Tab (Auto Refill)	Deselect All		Alt + D
	Enrollment of Rx's	Shift + E	Alt + E
Attachments	Single Scan	Shift + S	Alt + S
	Duplex Scan	Shift + D	Alt + D

\*These shortcuts do not work for action buttons located along the bottom of a window.