Keyboard Commands in Practice Manager

- To get a different tab in Practice Manager without using the mouse, press **Ctrl** + the appropriate key as shown in Figure 1.

  ![Figure 1 – The Account Menu](image1)

- To move around in a screen, press **Alt** + any underlined number or letter in the field, section, or button. See Examples 1 – 3.

  **Example 1:** **Alt** + **P** will take you to the **Procedure** field in the Charge screen. **Alt** + **D** will take you to the first field in the **Charge Detail** area. **Alt** + **Q** will activate the **Quick Pay** button, and take you to the Charge List – Quick Pay screen. **Alt** + **X** will activate the **Next Procedure** button, etc. See Figure 2.

  ![Figure 2 – The Enter a Charge Screen](image2)
Example 2: If you are in the **Review Payments** screen and you want to go to the **1. Make a Payment** tab, press **Alt + 1**. To get to the **3. Enter Credits** tab, press **Alt + 3**. See Figure 3.

![Figure 3 – The Payment Tab](image)

**Example 3:** If you are in the Patient screen and want to go to the **4. Insurance** section, press **Alt + 4**. See Figure 4.

![Figure 4 – The Patient Screen](image)

- To move around in a section, use the **Tab** and/or the **arrow** keys.
- When a pop-up box appears and you need to select **OK** button to continue, you can just press **Enter**. See Figure 5. If there is more than one choice, you can use the **arrow** keys to move to the correct choice, and then press **Enter**.

![Figure 5 – Insurance Note](image)