

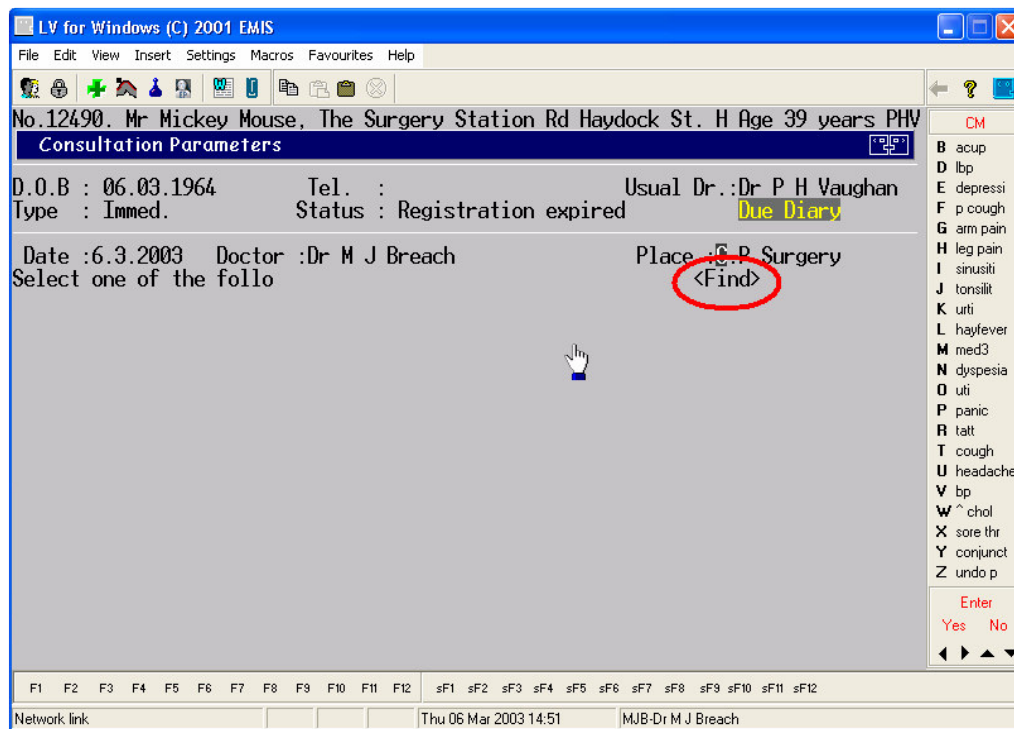
SHORTCUT KEYS

The function keys on your keyboard - F1, F4 and so on - are used to navigate and operate particular functions within EMIS. They are also displayed at the bottom of the EMIS screen, and can be operated by clicking on the relevant icon if wished.

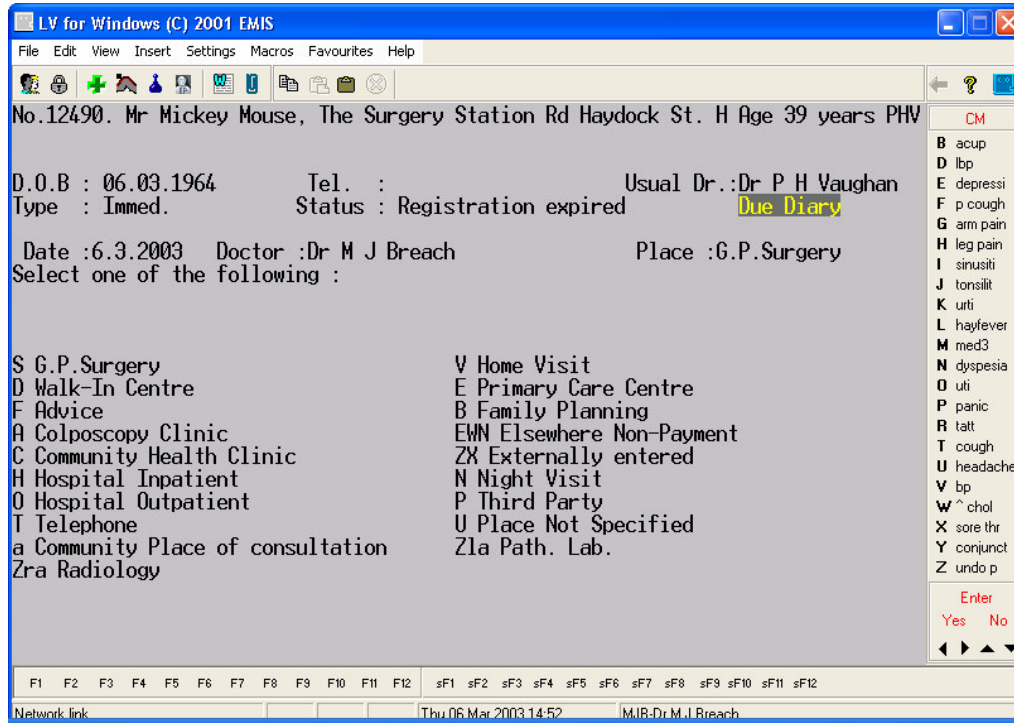
F1 is the 'Exit' key which will cancel a function, or will take you back one level. In most cases pressing F1 repeatedly will take you back to the main menu screen

F3 is the 'Transfer' key, which will allow you to switch from one function to another without returning through the main menu screen. For example in any screen pressing F3, typing MR will take you to the Medical Record screen

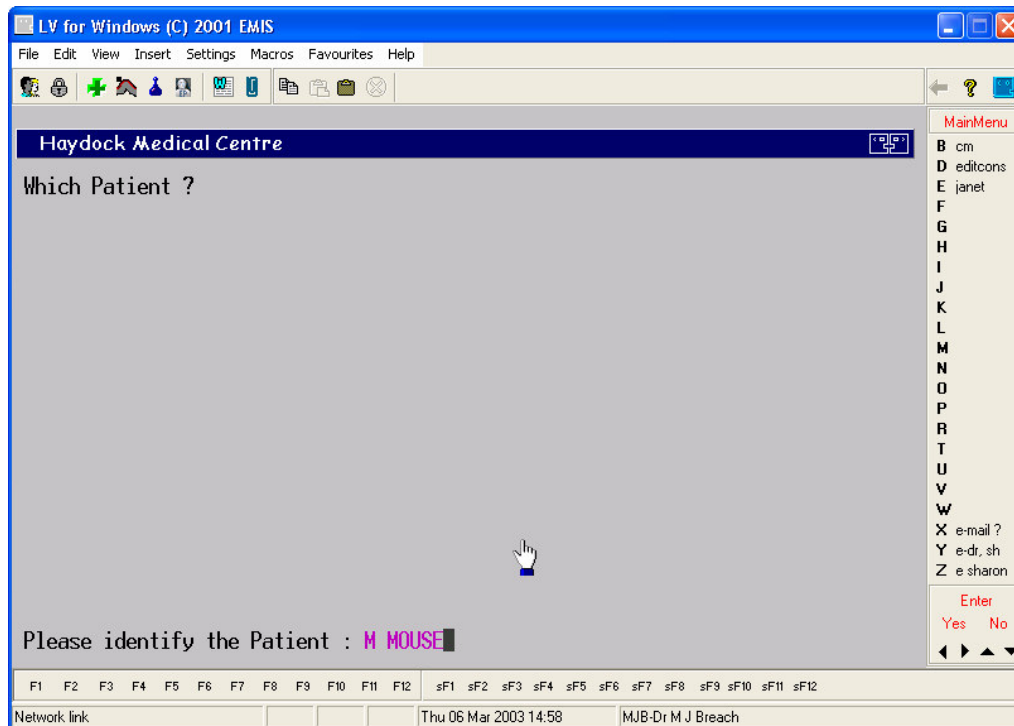
F4 is the 'Find' key, which appears in certain menus. For example



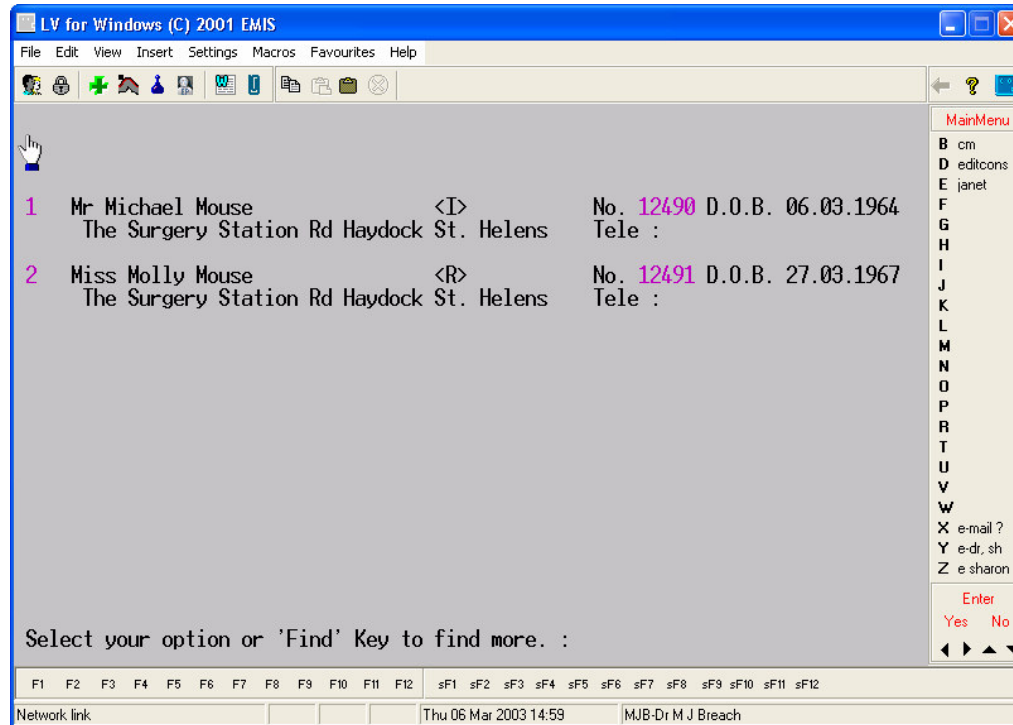
Pressing F4 brings up the following screen:



F5 is used to select patients. Press **F5**, and you are asked to identify the patient. In this example I want to find *Mickey Mouse*. I could enter the full name, part of the name, or the patient number (if known) to find him. It is also possible to search by address, or part of address, if wished.



These details bring up two patients. I select *Mickey* by entering number '1'.



F6 displays other members of the same household

F8 is used to file, or save and exit, in *Consultation Mode*. This is covered in a later section

F10 opens *Appointments* (can also be opened by typing **AP** from main menu screen). *Appointments* is covered in a later section

To move to the next section on *Consultation Mode*, [click here](#)