ORTHO2

EDGE CLOUD

Use keyboard shortcuts throughout Edge Cloud to initiate many frequently-used features.

Throughout Edge Cloud

Change login	Ctrl+L
Close window	Esc
Cut, Copy, Paste text	Ctrl+X, Ctrl+C, Ctrl+V
Delete task	Delete key
Delete intra-office message	Delete key
Delete workflow activity	Delete key
Full screen mode	Alt+Enter; Esc
Open patient folder	Ctrl+O
Open recent patient folder	Shift+F5, F6, F7, F8
Open Word	Ctrl+W
Print current screen	Ctrl+P
*Refresh Screen	F5
Save changes	Ctrl+S
Select all	Ctrl+A
Toggle minimize/maximize ribbon bar	Ctrl+F1
Undo/Redo last action	Ctrl+Z/Ctrl+Y

*Available in many locations, including your Dashboard and patient folders. You can alternately click on the active toolbar or your Quick Access toolbar.

Notepad/Treatment Chart text and Messaging

Most common word processing shortcuts work within the notepad and treatment chart/plan text fields. Several frequently-used shortcuts are listed below.

Note that you format only Treatment Chart columns with the Rich Text option enabled.

Add findings to treatment chart	F2
Bold, Italic, Underline message text	Ctrl+B/Ctrl+I/Ctrl+U
Cut, Copy, Paste text	Ctrl+X, Ctrl+C, Ctrl+V
Undo/redo last action	Ctrl+Z/Ctrl+Y
Send Message	Alt+S/Ctrl+Enter

Edge Imaging

To use these features, you must be in Edit mode.

Copy image to clipboard	Ctrl+C
Free rotate image	Ctrl+cursor movement
Initiate red eye reduction	Shift+click and drag around eye area
Swap (drag & drop) image	Alt+drag image
Undo/Redo last action	Ctrl+Z/Ctrl+Y
Refresh screen	F5

Scheduler

Activate patient/clear active patient	F2/Esc
Open Smart Scheduler	Ctrl-E
Select cell to schedule an appointment	Enter
Clear active patient	Esc
Refresh schedule	F5

Navigating Your Scheduler

Navigate cells in the grid	Up, Down, Right, Left arrows
Scroll down page	Page Down
Scroll up page	Page Up
Go to bottom of page	Ctrl+End
Go to extreme left/right of page	Ctrl+Left Arrow/ Ctrl+Right Arrow
Go one day forward/backward	Ctrl+D/Ctrl+Shift+D
Go forward/backward from the selected date 1-9 days	Ctrl+(1-9)/Ctrl+Shift+ (1-9)
Go one jump forward/backward	Ctrl+J/Ctrl+Shift+J
Go one week forward/backward	Ctrl+W/Ctrl+Shift+W
Go to last set of selected dates	Mouse back button
Go forward from the last set of selected dates	Mouse next button

Edit Grid Template

Toggle template editor	Ctrl+T
Copy/Paste template cells	Ctrl+C; Ctrl+V
Undo last template editor action	Ctrl+Z

Edge Animations

Play/Pause filmstrip	F5
Stop filmstrip	F4
Skip forward one second	F6
Skip backward one second	F3
Skip to next media in filmstrip	F7
Skip to previous media in filmstrip	F2

Patient Sign-In/Light Bar

Activate sign in from editing mode	Ctrl+E
Flag "Dr. Away" in Light Bar	Ctrl+Shift+A
Flag "Dr. Here" in Light Bar	Ctrl+Shift+H
Flag "Dr. Needed - High Priority" in Light Bar	Ctrl+Shift+P
Flag "Dr. Needed" in Light Bar	Ctrl+Shift+N
Place patient in checkout from Light Bar	Ctrl+Shift+C