



Keyboard Shortcuts

Xumi Dispense offers a variety of keyboard shortcut sets so you can work efficiently without having to learn completely new keys. You can use many of the shortcuts you're already familiar with from other dispensing systems.

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TIP: When reading this page, hover your mouse pointer over the shortcut tables to highlight the row and column you're looking at. There are a lot of shortcuts!

General Keyboard Shortcuts

These shortcuts apply throughout Xumi Dispense, regardless of the keyboard shortcut set selected.

DESCRIPTION	SHORTCUT (ALL SHORTCUT SETS)
Go to the next main field	Enter or Down
Go to the previous main field	Up
Go to the next field	Tab
Go to the previous field	Shift+Tab
Open/close a lookup, drop-down list or drop down calendar (see lookup & date shortcuts)	Alt+Down
Open/close the Alerts drawer (backquote, left of "1")	Alt+`
Force a line break in a multi-line text box (e.g. address, directions)	Shift+Enter or Ctrl+Enter
"Click" a focused button	Enter or Space
Tick or untick a focused checkbox	Space
On tabbed screens, go to the next tabbed page	Ctrl+Tab
On tabbed screens, go to the previous tabbed page	Shift+Ctrl+Tab

Logging In and Out

If you are using paperless ePrescriptions, or if you have enabled password authentication separately, use these shortcuts to log in and out on the main screen. Logging in up front is optional: the Log In screen is displayed automatically when needed.

DESCRIPTION	SHORTCUT (ALL SHORTCUT SETS)
Log in	Shift+Ctrl+I
Log out	Shift+Ctrl+O

Getting Around

Use these shortcuts to quickly move between different areas of Xumi Dispense.

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Go to the Script Console	Ctrl+F2	Ctrl+F2	Ctrl+Q	F4
Go to the Dispense screen	Ctrl+D	Ctrl+D	F9	Ctrl+B NEW
Show PBS Online Action Items	Ctrl+B	F4	–	–
Show the Check Price (Price Lookup) screen	Ctrl+Q	Ctrl+Q	F7	F7
Go to the Script Queue	F11	Shift+F12	F6	Ctrl+Q
Go to All Reports	Alt+R	–	–	–

Dispense Screen

TIP: Hold down Alt to see the field and button shortcuts on this screen. Shortcuts are shown in parentheses. When a single letter is shown, use Alt with that letter to jump to the associated field or "click" the associated button.

MOVING AROUND THE SCREEN

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Go to the next main field	Enter or Down	Enter or Down	Enter or Down	Enter or Down
Go to the previous main field	Up	Up	Up or Esc	Up
Go to the next field	Tab	Tab	Tab	Tab
Go to the previous field	Shift+Tab	Shift+Tab	Shift+Tab	Shift+Tab

JUMPING TO SPECIFIC FIELDS

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Go to Patient	Alt+P	Alt+P	Alt+P	Alt+P
Go to Date Prescribed	Alt+D	Alt+D	Alt+D	Alt+B
Go to CTG	Alt+G	Alt+G	Alt+G	–
Go to Item Type	Alt+I	Alt+I	Alt+M	Alt+E
Go to Chart ³	Alt+H	Alt+H	Alt+H	Alt+H
Go to Prescriber	Alt+E	Alt+E	Alt+E	Alt+D
Go to Item Prescribed	Alt+T	Alt+T	Alt+T	Alt+T
Go to Authority #	Alt+U	Alt+U	Alt+U	Alt+U
Go to SLA / Auth Approv #	Alt+L	Alt+L	Alt+L	Alt+L
Go to Directions	Alt+O	Alt+O	Alt+O	Alt+C
Go to Quantity	Alt+Q	Alt+Q	Alt+Q	Alt+Q
Go to Repeats	Alt+R	Alt+R	Alt+S	Alt+S
Go to Interval	Alt+V	Alt+V	Alt+V	Alt+V
Go to/toggle Chronic Therapy ³	Alt+Y	Alt+Y	Alt+Y	Alt+Y
Go to End Date ³	Alt+Z	Alt+Z	Alt+Z	Alt+Z
Go to Price	Alt+E	–	Alt+C	Alt+I
Go to Dispenser	Alt+S	Alt+S	Alt+I	Alt+R
Go to Patient History (see Patient History shortcuts)	F2 or Ctrl+H	F2 or Ctrl+H	F2 or Ctrl+F2	F2

SCRIPT PROCESSING SHORTCUTS

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Add a new patient, prescriber, drug or dispenser when their search results are showing	Insert	Insert	Insert	Insert
Toggle Outside Repeat status	F3	–	–	F3
Toggle Deferred status	F4 or Ctrl+D	F4	Ctrl+D	Ctrl+D
Toggle Previously Deferred status	F5	–	–	–
Toggle Owing status	F9 or Ctrl+0	F9	Ctrl+0	Ctrl+0
Toggle Reg24 status	F8	–	–	–
Set Item Type to S3 Recordable	F7	F7	–	Ctrl+3
Set Item Type to PBS Script (or RPBS if applicable)	Ctrl+N	Ctrl+N	–	–
Set Item Type to Private Script	Ctrl+P	Ctrl+P	–	–
Open Item Dispensed to choose the brand to supply	F12	F12	F11	F11
Toggle Exclude from Stock Control	Alt+X	Alt+X	Alt+X	Alt+X
Force a line break in a multi-line text box (e.g. address, directions)	Shift+Enter or Ctrl+Enter	Shift+Enter or Ctrl+Enter	Shift+Enter or Ctrl+Enter	Shift+Enter or Ctrl+Enter
For scripts with long directions, show the previous label	Alt+Left	Alt+Left	Alt+Left	Alt+Left
For scripts with long directions, show the next label	Alt+Right	Alt+Right	Alt+Right	Alt+Right
Finish the current script with Dispense (when dispensing) or Save (when editing)	Alt+N	Alt+N	Alt+N or End	Alt+N or F10
Finish the current script but skip label printing (Ctrl + the normal action) NEW	Ctrl+Alt+N	Ctrl+Alt+N	Ctrl+Alt+N or Ctrl+End	Ctrl+Alt+N or Ctrl+F10
Finish the current script with Defer	Alt+F	–	–	–
Abort the current script with Cancel	Alt+A or Alt+C	Alt+A or Alt+C	Alt+A	Alt+A

WORKING WITH RELATED INFORMATION

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Open/close the Alerts drawer	Alt+`	Alt+`	Alt+`	Alt+`

PATIENT HISTORY

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Go to Patient History (see Patient History shortcuts)	F2 or Ctrl+H	F2 or Ctrl+H	F2 or Ctrl+F2	F2
Maximise/restore Patient History	Alt+F2	Alt+F2	Alt+F2	Alt+F2
Show/hide the Patient History filter panel	Shift+F2	Shift+F2	Shift+F2	Shift+F2

PATIENT

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Print an address label for the current patient	Shift+Ctrl+A	Shift+Ctrl+A	Shift+Ctrl+A	Shift+Ctrl+A
Show the Patient Details screen	F8 or Ctrl+E	F8 or Ctrl+E	F8 or Ctrl+U	F8
Show the Patient Details screen and go to Allergies	Ctrl+A	–	–	–
Show the Patient Details screen and go to Family	Ctrl+F	–	–	–
Show the Patient Details screen and go to Date of Birth	Ctrl+I	–	–	–
Show the Patient Details screen and go to Concession #	Ctrl+T	–	–	–
Add a patient note	Ctrl+N	Ctrl+L or Ctrl+N	Ctrl+N	–

DRUG

DESCRIPTION	SHORTCUT
View the CMI for the selected drug	F8
Toggle the Drug Interactions display	F12

MISCELLANEOUS

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Refresh the screen	F5	Ctrl+F5	F5	F5
Clear the screen	F6 or Ctrl+L	Ctrl+F6 or Ctrl+L	F12	Shift+Esc

Dispensed (End-of-Script) Screen

Most of the letter-based shortcuts on the Dispensed screen can be used either with or without Alt because there are no data entry fields. The same Working with Related Information shortcuts as the Dispense screen are also available.

TIP: Hold down Alt to see the shortcuts on this screen. Shortcuts are shown in parentheses.

WORKFLOW ACTIONS

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
New Patient	N or Alt+N	N or Alt+N	N or Alt+N	N or Alt+N
Same Patient	S or Alt+S	S or Alt+S	S or Alt+S	S or Alt+S

SCRIPT ACTIONS

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Edit	E or Alt+E	E or Alt+E	E or Alt+E	E or Alt+E
Delete	D or Alt+D	D or Alt+D	C or Alt+C	C or Alt+C
Resend	X or Alt+X	X or Alt+X	–	–
Reserialise	Z or Alt+Z	Z or Alt+Z	M or Alt+M	M or Alt+M
Mark Off Owing	W or Alt+W	W or Alt+W	O or Alt+O	O or Alt+O
Change Patient	H or Alt+H	G or Alt+G	H or Alt+H	H or Alt+H
Repeat	P or Alt+P	P or Alt+P	R or Alt+R	F or Alt+F
Check Barcode	B or Alt+B	H or Alt+H or Shift+F5	K or Alt+K	F6
Choose a different generic	G or Alt+G	G or Alt+G	–	–
Defer	–	–	D or Alt+D	–
Add a script note	Ctrl+M	Ctrl+M	Ctrl+M	Shift+Ctrl+Y

PRINTING ACTIONS

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Label	L or Alt+L	Alt+B or L or Alt+L	L or Alt+L	L or Alt+L
Repeat Form	R or Alt+R	R	P or Alt+P	R or Alt+R
Both Label and Repeat Form	B	–	B or Alt+B	–
PRF Receipt	F or Alt+F	F or Alt+F	F or Alt+F	P or Alt+P
CMI	C or Alt+C	C or Alt+C	I or Alt+I	I or Alt+I
PBS Receipt (S.87a)	8 or Alt+8	8 or Alt+8	8 or Alt+8	8 or Alt+8
Reminder ¹	M or Alt+M	Alt+A or M or Alt+M	W or Alt+W	W or Alt+W
Receipt	T or Alt+T	Alt+R or T or Alt+T	T or Alt+T	T or Alt+T
Multi Item Receipt	U or Alt+U	U or Alt+U	X or Alt+X	X or Alt+X
Invoice	I or Alt+I	I or Alt+I	V or Alt+V	V or Alt+V
Multi Item Invoice	V or Alt+V	V or Alt+V	Z or Alt+Z	Z or Alt+Z
Totals Label	O or Alt+O	O or Alt+O	K or Alt+K	–
Copy of Script	Y or Alt+Y	Y or Alt+Y	Y or Alt+Y	Y or Alt+Y
Quick Label	K or Alt+K	K or Alt+K	U or Alt+U	U or Alt+U
Address Label	A or Alt+A or Shift+Ctrl+A	A or Shift+Ctrl+A	A or Alt+A or Shift+Ctrl+A	A or Alt+A or Shift+Ctrl+A
Quick Note	Q or Alt+Q	Q or Alt+Q	Q or Alt+Q	Q or Alt+Q
Saved Note/Label	/ or Alt+ /	/ or Alt+ /	/ or Alt+ /	/ or Alt+ /

Patient History & the Script Console

PATIENT HISTORY ONLY

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Maximise/restore Patient History	Alt+F2	Alt+F2	Alt+F2	Alt+F2
View the selected script(s) on the Script Details screen	Enter	Enter	Enter	Enter or V
With Script Details open, view the next script up	Alt+Up	Alt+Up	Alt+Up	Alt+Up
With Script Details open, view the next script down	Alt+Down	Alt+Down	Alt+Down	Alt+Down

PATIENT HISTORY AND THE SCRIPT CONSOLE

DESCRIPTION	COMPOSITE	LOTTI	FRANK ²	ZEN
Show the context ("right click") menu	F2	F2	F2	F2
Toggle the Repeats filter	F3	–	–	–
Toggle the Owing filter	Alt+F3	–	–	–
Repeat (dispense repeats for)	Ctrl+R	Ctrl+R	R or Ctrl+R	F
Edit	Ctrl+E	F4 or E or Ctrl+E	E	–
Delete	Delete	Delete	Delete or C	Delete
Mark off owing	–	–	O	O
Script barcode check	B	Shift+F7	K	B
Choose a different generic	G	G	–	–
Change patient	–	–	N	–
Copy to new script	–	–	C	–
Defer	–	–	D	–
Resend to PBS Online	Ctrl+S	–	Ctrl+R	–
Reserialise	M	–	Ctrl+M	–

PRINTING ACTIONS

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Reprint (show the Dispensed screen to select what to reprint)	Ctrl+P	–	P	–
Print script labels	L	Ctrl+L	L	L
Print repeat form	P	–	R	–
Print both script labels and repeat form	B	–	–	–
Print PRF Receipt	F	–	–	–
Print PBS Receipt (S.87a)	8	–	–	–
Print receipt	T	–	T	–
Print multi-item receipt	X	–	–	–
Print invoice	V	–	X	–
Print multi-item invoice	Z	–	–	–
Print totals label	I	–	–	–
Print reminder	W	–	–	–
Print Copy of Script	Y	–	–	–
Print CMI	I	–	–	–

SCRIPT CONSOLE ONLY

DESCRIPTION	SHORTCUT
Start a new script for a new patient	N or Alt+N
Start a new script for the same patient you last used there	S or Alt+S

Lookups

DESCRIPTION	SHORTCUT (ALL SHORTCUT SETS)
Toggle the lookup open/closed	Alt+Down
When the lookup is closed — open a lookup and show all records	Space
When the result list is showing — Add a new record ("click" Add New)	Insert
Move the record selector around the result list	Up, Down, PgUp, PgDn
Choose the selected record	Enter
Close the result list without choosing anything	Esc
Show the context ("right click") menu	F2

Pop-ups

DESCRIPTION	SHORTCUT (ALL SHORTCUT SETS)
Close a pop-up with a Cancel or No answer (or OK if that's the only button)	Esc
Close a pop-up with the selected action button (the blue default)	Enter
Change the selected action button	Left and Right
Answer Yes	Y (no entry fields) or Alt+Y
Answer No	N (no entry fields) or Alt+N
Answer OK	O (no entry fields) or Alt+O
Answer Skip	S (no entry fields) or Alt+S

Miscellaneous Keyboard Shortcuts

DESCRIPTION	COMPOSITE	LOTTI	FRANK	ZEN
Refresh the screen	F5	Ctrl+F5	F5	F5
Clear the screen	F6 or Ctrl+L	Ctrl+F6 or Ctrl+L	F12	Shift+Esc
Temporarily increase the font size	Ctrl+=	Ctrl+=	Ctrl+=	Ctrl+=
Temporarily decrease the font size	Ctrl+-	Ctrl+-	Ctrl+-	Ctrl+-
Reset the font size to the pharmacy default	Ctrl+0	Ctrl+0	Ctrl+0	Ctrl+0
Print address label (current patient when dispensing; selected script in Script Console; selected patient in Patient Console; selected prescriber in Prescriber Console)	Shift+Ctrl+A	Shift+Ctrl+A	Shift+Ctrl+A	Shift+Ctrl+A
Toggle the optional state filter in postcode lookups	Alt+S	Alt+S	Alt+S	Alt+S

Date Shortcuts

While not strictly keyboard shortcuts, you can use the following abbreviated data-entry techniques to enter dates more easily.

FOR	TYPE
A date in the current month	Just the day. For example, to enter 06/01/2020 in January 2020, type 6 or 06. <i>Note:</i> Some dates cannot be in the future. If a day-only value is greater than the current day of the month, the previous month is used.
A date in the current year	Just the day and the month. For example, to enter 06/01/2020 any time in 2020, type 0601. You need to include leading zeroes if the day or month are below 10. <i>Note:</i> If a day-and-month value is greater than the current day of the year, the previous year is used.
A full date of day, month and year	Just the numbers — you don't need to type the separators. For example, to enter 06/01/2020, type 060120 or 06012020. Include leading zeroes for any component below 10.
A date by day of week	Enough of the day name to identify it uniquely. For example, type M for Monday, or Tu for Tuesday.
A date relative to the date displayed	A plus sign (+) or minus sign (-) followed by the number of days. For example, to select the date a fortnight after the one currently shown, type +14.
Today	TOD or TODAY
Yesterday	YES or YESTERDAY

¹ Reminder type depends on the script (e.g. owing scripts get owing-script reminders).

² In the Script Console, you can also use Alt plus the letter.

³ Only visible when dispensing medication chart scripts.