



**Economical**  
**Reliable**  
**Secured**  
**Flexible**

**MEDEIL**<sup>TM</sup>  
**Shortcut Keys**



## **PMS Advantages**

**Inventory Control**  
**Purchasing & Receiving**  
**Exhaustive Reports**  
**Enhanced Customer Relations**  
**Efficient Store Management**

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## Shortcut Keys for MEDEIL™

## Shortcut Keys Used

Keys	Command	Description
<b>Modules</b>		
<b>Alt + 1</b>	<b>Home</b>	To display the Home Screen
<b>Alt + 2</b>	<b>Sales</b>	To display the Sales Screen
<b>Alt + 3</b>	<b>Inventory</b>	To display the Inventory Screen
<b>Alt + 4</b>	<b>Masters</b>	To display the Masters Screen
<b>Alt + 5</b>	<b>Finance</b>	To display the Finance Screen
<b>Alt + 6</b>	<b>CRM</b>	To display the CRM Screen
<b>Alt + 7</b>	<b>Reports</b>	To display the Reports Screen
<b>Hot Keys</b>		
<b>Alt + F1</b>	<b>Help</b>	Lists the table of contents and helps the user to browse the required information
<b>F2</b>	<b>Print</b>	To print a form. This shortcut key is available in all forms under Sales Module
<b>F3</b>	<b>Save</b>	To save a form. This shortcut key is available in all forms except Reports
<b>F4</b>	<b>Reset</b>	To reset values entered in a form. This shortcut key is available in all forms except Reports
<b>F5</b>	<b>Delete</b>	To delete the previously entered values in a form. It is available in Inventory (Stock and Expiry Return) Masters, Finance, and CRM
<b>F6</b>	<b>Edit</b>	To edit values entered in a form. It is available in Sales (Return and Maintenance), Inventory, Masters, Finance, and CRM
<b>F7</b>	<b>Update</b>	To save the altered values in a form. It is available in Sales (Return and Maintenance), Inventory, Masters, Finance, and CRM
<b>F8</b>	<b>Cancel</b>	To return back to Home page from a form It is available in Sales (Return and Maintenance), Inventory, Masters, Finance, and CRM
<b>F9</b>	<b>Insert</b>	To insert temporary stock from sales form

<b>F10</b>	<b>Report</b>	To display reports after entering the search criteria
<b>F11</b>	<b>Substitute</b>	To identify substitute drugs for a particular item
<b>F12</b>	<b>Remove Row</b>	To remove any specific row. This shortcut key is available only in Sales and Purchase bills
<b>Ctrl + ⬅</b>	<b>Back</b>	To return back from Edit to Save mode. This shortcut key is available in all forms except for Sales (Cash bills) and Reports

## Sub-Modules

### Sales

<b>Ctrl + S</b>	<b>Cash Bill</b>	Displays the cash bill form to add/view
<b>Ctrl + C</b>	<b>Counter Bill</b>	Displays the counter bill form
<b>Ctrl + D</b>	<b>Dummy Bill</b>	Displays the dummy bill form
<b>Ctrl + R</b>	<b>Return</b>	Displays the sales return form
<b>Ctrl + M</b>	<b>Maintenance</b>	Displays the sales maintenance form

### Inventory

<b>Ctrl + O</b>	<b>Purchase Order</b>	Displays the purchase order form to process new orders
<b>Ctrl + I</b>	<b>Purchase Invoice</b>	Displays the purchase invoice form to create invoice for products
<b>Ctrl + U</b>	<b>Purchase Return</b>	Displays the purchase return form to return products
<b>Ctrl + T</b>	<b>Stock</b>	Displays the stock form to update/view/delete products
<b>Ctrl + G</b>	<b>Damaged Stock</b>	Displays the damaged stock form to view the damaged products
<b>Ctrl + X</b>	<b>Expiry Return</b>	Displays the expiry return form to view the expired products
<b>Ctrl + H</b>	<b>Send Pur.Order</b>	Displays the send purchase order (PO) form to send PO by SMS or Email

### Masters

<b>Alt + D</b>	<b>Drug Details</b>	Displays the drug details form to add/view any drug information
<b>Alt + H</b>	<b>Hospital Details</b>	Displays the hospital information form to add/view any hospital information
<b>Alt + O</b>	<b>Doctor Details</b>	Displays the doctor details form to add/view any doctor information
<b>Alt + S</b>	<b>Distributor Details</b>	Displays the distributor details form to add/view any distributor information

<b>Alt + E</b>	<b>Employee Details</b>	Displays the employee details form to add/view any employee information
<b>Alt + Y</b>	<b>Employee Salary</b>	Displays the employee salary form to add/update any salary information
<b>Finance</b>		
<b>Ctrl + P</b>	<b>Payment</b>	Displays the payment details form to distributor
<b>Ctrl + E</b>	<b>Receipt</b>	Displays the payment details form to customer
<b>Ctrl + N</b>	<b>Credit Notes</b>	Displays the credit note form to distributor/customer
<b>Ctrl + B</b>	<b>Debit Notes</b>	Displays the credit note form to distributor/customer
<b>Ctrl + K</b>	<b>Day Cash Book</b>	Displays the day cash book form to view the opening/closing balance
<b>Ctrl + A</b>	<b>Bank Accounts</b>	Displays the bank account form to add/ view the bank information
<b>Ctrl + J</b>	<b>Bank Book</b>	Displays the bank book form to view the deposits/ withdrawal information
<b>Ctrl + Q</b>	<b>Cheque Book</b>	Displays the cheque book form to add/ view the cheque information
<b>Ctrl + W</b>	<b>Cheque Txns</b>	Displays the cheque transaction form to view the transaction information
<b>Ctrl + V</b>	<b>VAT Register</b>	Displays the VAT form to list the VAT amount from sales
<b>CRM</b>		
<b>Alt + C</b>	<b>Customer Details</b>	Displays the customer details form to add /view any customer information
<b>Alt + A</b>	<b>Customer Alerts</b>	Displays the customer alerts form to set alerts for each customer
<b>Alt + L</b>	<b>Complaints</b>	Displays the customer compliant details form to add/view/delete any compliant information

## Contacting MEDEIL

Web – <http://www.medeil.com/contact/>

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If you have any suggestions for how we can improve this guide, please email us. Thank you for supporting MEDEIL.