

MEDEIL[™] Shortcut Keys

version 1.0

PMS Advantages

Inventory Control

Purchasing & Receiving

Exhaustive Reports

Enhanced Customer Relations

Efficient Store Management



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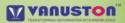
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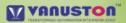


Shortcut Keys for MEDEIL™



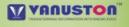
Shortcut Keys Used

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





F10	Report	To display reports after entering the search criteria			
F11	Substitute	To identify substitute drugs for a particular item			
F12	Remove Row	To remove any specific row. This shortcut key is available only in Sales and Purchase bills			
Ctrl + €	Back	To return back from Edit to Save mode. This shortcut key is available in all forms except for Sales (Cash bills) and Reports			
Sub-Modu	les				
Sales					
Ctrl + S	Cash Bill	Displays the cash bill form to add/view			
Ctrl + C	Counter Bill	Displays the counter bill form			
Ctrl + D	Dummy Bill	Displays the dummy bill form			
Ctrl + R	Return	Displays the sales return form			
Ctrl + M	Maintenance	Displays the sales maintenance form			
Inventory	Inventory				
Ctrl + O	Purchase Order	Displays the purchase order form to process new orders			
Ctrl + I	Purchase Invoic	Displays the purchase invoice form to create invoice for products			
Ctrl + U	Purchase Retur	n Displays the purchase return form to return products			
Ctrl + T	Stock	Displays the stock form to update/view/delete products			
Ctrl + G	Damaged Stock	Displays the damaged stock form to view the damaged products			
Ctrl + X	Expiry Return	Displays the expiry return form to view the expired products			
Ctrl + H	Send Pur.Order	Displays the send purchase order (PO) form to send PO by SMS or Email			
Masters					
Alt + D	Drug Details	Displays the drug details form to add/view any drug information			
Alt + H	Hospital Details	Displays the hospital information form to add/view any hospital information			
Alt + O	Doctor Details	Displays the doctor details form to add/view any doctor information			
Alt + S	Distributor Details	Displays the distributor details form to add/view any distributor information			





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





Contacting MEDEIL

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