

D4W Cheat Sheets

Print/Cut/Laminate these cheat sheets to secure at the reception desk or surgery computer for regular reference.

APPOINTMENT BOOK SHORTCUTS

Search for a patient

Find slot

PATIENT RECORDS SHORTCUTS

General:

Find Patient (Ctrl+F)

Next Appointment

Patient:

New Patient Head

New Family Member

Treatment:

Transfer from plan (F7)

New Invoice/Hicaps (F2)

New Invoice & Receipt (F3)

Receipts:

New Receipt

eCHAT SHORTCUTS:

Open eChat Alt+N
 Open Recipient List Alt+T
 Send Message Alt+S

	Treatment Complete	Treatment Incomplete
A		
C		
G		
V		
I		
R		
P		
E		

3D Charting

- Periapical lesion
- Defective
- Overhang
- Decay
- Impacted
- Recontour
- Crack
- Abrasion/Erosion Lesion
- Wear Facet
- Root Stump
- Open Contact

2D Charting

- Periapical lesion
- Defective
- Overhang
- Decay
- Impacted
- Recontour
- Crack
- Abrasion/Erosion Lesion
- Wear Facet
- Root Stump
- Supra Erupted
- Sub Erupted
- Rotated (Anti-Clockwise)
- Rotated (Clockwise)
- Tipped
- Open Contact
- Drifted (Mesially)
- Drifted (Distally)
- Un erupted
- Partially Erupted

FGM	Toolbar:	Blank	+5 - +1	0 - 9	10
	Keyboard:	Delete Key	.5 - .1	0 - 9	.0
MGJ	Toolbar:	Blank	0 - 9	10 - 15	
	Keyboard:	Delete Key	0 - 9	.0 - .5	
PKET	Toolbar:	Blank	0 - 9	10 - 15	
	Keyboard:	Delete Key	0 - 9	.0 - .5	
FURC	Toolbar:	Blank	0	I - IV	
	Keyboard:	Delete Key	0	1 - 4	
MOBIL	Toolbar:	Blank	0, I, II, III	I +	II+
	Keyboard:	Delete Key	0, 1, 2, 3	0.1	0.2
BLEED	Toolbar:	Blank			
	Keyboard:	Delete Key	2	1	
SUPUR	Toolbar:	Blank			
	Keyboard:	Delete Key	1		