


# Keyboard Shortcuts

Updated: May, 2016

The QHN platform allows for flexibility and options in usage of the system. This Tip Sheet includes some keyboard shortcuts that will help you navigate and utilize the system.

Shortcut Keys	Function
<b>Ctrl + F</b> or <b>F3</b>	Search - Opens up a search box that allows you to quickly search within the window you have open, i.e., <b>Organization Results</b> or <b>My Results</b> , or in the <b>Patient Summary</b> view it will search within all of the <b>Clinical Sections</b>
<b>Esc</b>	Closes any window in forefront view and takes you back to your previous view. Closes the <b>Patient Search</b> window that opens when you login.
<b>Ctrl + +</b>	Increases the size of the view on your monitor - zoom in
<b>Ctrl + -</b>	Decreases the size of the view on your monitor - zoom out
<b>Ctrl + P</b>	Print - allows you to print the document you have open.
 + <b>L</b>	Quickly locks your computer and brings up screen saver, without logging out.
<b>Open a new tab or window</b>	By right clicking your mouse or clicking the scroll bar on the mouse on anything in the Kana toolbar or one of the tabs you have the option to open new window.

