

Browser Shortcuts

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Below are a list of time saving shortcuts. Please note that not all browsers support this functionality:

| Action | Description | Browser Configuration required? |
|---|---|---------------------------------|
| Jump to the bottom of the web page | Clicking the END button on your keyboard can be used in most browsers as a shortcut to jump to the bottom of a web page. This is useful if you are completing a long assessment (forms) or editing an admission. | No |
| Bookmarking | Use the Bookmark feature within the browser to create shortcuts to frequently access pages. This is particularly useful to access pages under the Dashboard > Location section and also any saved Reports you may wish to run frequently. | Yes |
| Opening a new tab | Browsers support the ability to open a new tab within the current window. This can be done via two methods: 1. Right click on a link > Open in New Tab 2. If you have a scroll wheel on your mouse, hover over a link and click the scroll wheel down | No |
| Have CareRight launch when you open the browser | You can make any page, or a series of pages, your browser home page. This means that when you launch the browser the page(s) will automatically appear open. | Yes |
| Refresh the page | refreshes the web page - click F5 | No |
| Hard refresh | Pages can be cached in memory - click CTRL + F5 for a hard refresh which clears the cached web page | No |

We'd advise Googling or speaking to your IT professional about how you configure these options.
