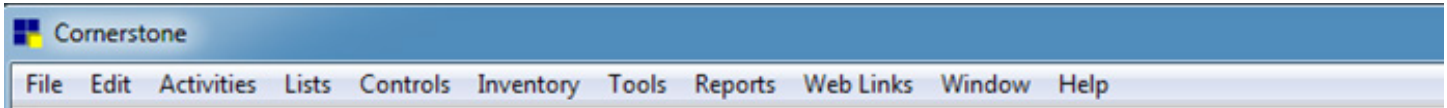


Cornerstone Basics

Menu bar



Use the menu bar to access all of the features in the Cornerstone* Software. Your security settings determine which options are available to you. Some menus have submenus.

Menu	What you can do
File	Log in or out, change your password, access security settings, assign printers for specific tasks.
Edit	When a Cornerstone window is open, find, add, update, and delete items.
Activities	Access the main areas in Cornerstone Software for doing your daily work, such as the Patient Clipboard* or laboratory work.
Lists	Store and manage clients, patients, and all the other data you use in the Cornerstone Software.
Controls	Establish your default settings, messages, classifications, codes, and so on.
Inventory	Maintain your practice's inventory system.
Tools	Access a variety of tools you use occasionally, such as those used to set up a signature-capture device or access mass markup. You can also find the Mobile Computing menu here.
Reports	Find, create, and manage your reports. You can also access the Compliance Assessment Tool*.
Web Links	Access Cornerstone resources and partner websites. You can customize four links for your own use.
Window	When you have multiple windows open, change the view or close multiple windows at once.
Help	Access the Cornerstone resources website, or view and search the Help system.

Keyboard shortcuts

Use keyboard shortcuts to save time as you work:

F1	Display onscreen Help for the current window.
F2	Look up values for the current field, such as a list of IDs in an ID field.
F3	Display the Census List (checked-in patients).
F7/F8	Move back/forward through names on a list.
Tab	Move the cursor to the next field.
Shift + Tab	Move the cursor to the previous field.
Ctrl+C/Ctrl+V	Copy and paste the selected item.
Ctrl+D	Delete the selected item.
Ctrl+L	Open the Log In window.
Ctrl+N	Create a new item (such as an invoice).
Ctrl+U	Update the selected item.
Ctrl+Enter	Move the cursor to the next line in note areas.

Right-click menus

Use right-click menus for quick access to specific tasks you can complete in an area of a window.

Tip:
































Double-click in an ID field to search for an item.

You can also double-click in many fields to open the corresponding detailed window.

Toolbar

Some buttons are displayed only if you purchased the applicable module. To configure the toolbar and view additional buttons, select **Controls > Defaults > Staff**, and then click the **Toolbar** tab.

Standard icons

							
Patient Clipboard	Daily Planner	Electronic Whiteboard	Client	Client Account	Correspondence	Patient	Patient Reminders
							
Patient File	Estimate	Check-In/Out	Vital Signs/Weight	Patient Diagnosis	Medical Notes	Image Explorer/Non-Dx Images	Schedule for Today
							
Lab Requests & Results	Prescription Labels	Patient Visit List	Invoice	Want List	CareCredit*	Print	End of Day
							
Reports	Find	Delete	Help	Support Center	IDEXX Message Ctr†	Exit	

Icons for separately purchased modules

			
Patient Advisor* Exam	Image Requests & Results	IDEXX-PACS*/Dx Images	Reservation List

Getting help with Cornerstone

On your desktop	<ul style="list-style-type: none"> Cornerstone Help system: In the Cornerstone Software, press F1 for help with the current window, or click Help ? on the toolbar and then select an option. Web links in Cornerstone: Core Functionality and Cornerstone Resources. Go to Start > All Programs > Cornerstone > Help for training materials and the <i>What's New</i> documents.
IDEXX Learning Center (idexxlearningcenter.com)	Video snippets, webinars, tutorials, and online courses
idexxcornerstone.com	Access to the latest Cornerstone news and information, as well as educational resources, integrated services, learning journeys and more
Help	Access the Cornerstone resources, view the Help file, and search the Help file.
Online Cornerstone Customer Support Center	Phone: 1-800-695-2877 Chat: idexx.com/cschat Email: cornerstone@idexx.com

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