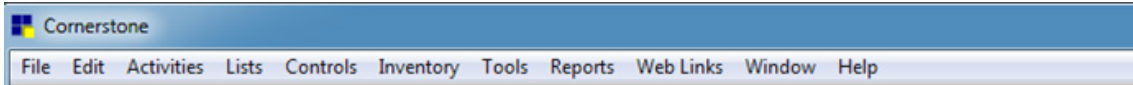# Cornerstone Basics

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 Help resources website, New Staff Training, 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.

Tips:

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

|							
Client/Patient Search	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** Exit

† Active if your system is integrated with your in-clinic or IDEXX reference laboratory or if you use Pet Health Network* Pro.

Icons for separately purchased modules and subscriptions

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

Getting help with Cornerstone
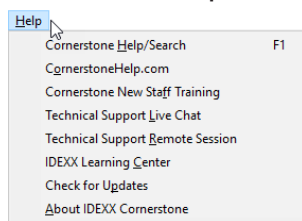
Cornerstone Help menu	• Cornerstone Help system: In the Cornerstone Software, press **F1** for help with the current window, or click **Help** ? on the toolbar and then select an option.
Help Cornerstone Help/Search F1 CornerstoneHelp.com Cornerstone New Staff Training Technical Support Live Chat Technical Support Remote Session IDEXX Learning Center Check for Updates About IDEXX Cornerstone	• Help menu in Cornerstone: Help file search, CornerstoneHelp.com (Cornerstone resources), Cornerstone New Staff Training, and other options. • 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
Online Cornerstone Customer Support Center	Phone: 1-800-695-2877 Chat: idexx.com/cschat Email: cornerstone@idexx.com

Find this document at **idexx.com/cornerstonehelp.**

IDEXX