

Keyboard Shortcuts - Acquisitions Keyboard Equivalents

Acquisitions Keyboard Equivalents

Scope: This list gives keyboard shortcuts and icon equivalents used at Cornell in the Voyager Acquisitions Module. This instruction primarily pertains to purchase order activities; however, all acquisition keyboard equivalents and shortcuts are indicated on the menus in the Acquisitions module.

Date last modified: 03/31/06

Icon, Menu, and Keyboard Equivalents (keyboard equivalents are case-insensitive)

ICONS on the Tool bar (from left to right)	Keyboard Equivalent	Pull down MENU on the Menu bar	Keyboard Equivalent
New>Purchase Order	Alt-F, N, O	File>New>Purchase Order	Alt-F, N, O
New>Invoice (other new documents are available under New)	Alt-F, N, I	File>New>Invoice (other new documents are available under New)	Alt-F, N, I
Search>Purchase Order (other searches are available under Search)	Alt-F, R, O	File>Search>Purchase Order (other searches are available under Search)	Alt-F, R, O
Problem List	Alt-U, A	Functions>Acquisitions>Problem List	Alt-U, A
Claims List	Alt-U, C	Functions>Acquisitions>Claims List	Alt-U, C
Currency	Alt-U, U	Functions>Currency Maintenance	Alt-U, U
Check-In	Alt-U, H	Functions>Serials Check-In	Alt-U, H
Fiscal Close	Alt-U, F	Functions>Fiscal Period Close	Alt-U, F
Defaults	Alt-O, D	Options>Session Defaults	Alt-O, D
Preferences	Alt-O, S	Options>Session Preferences	Alt-O, S
Help	Alt-H	Help	Alt-H

Pull down Menu Choices in Acquisitions

FILE	Keyboard Equivalent	FUNCTIONS	Keyboard Equivalent
File Menu	Alt-F	Functions Menu	Alt-U
File>New	Alt-F, N	Functions>Acquisitions Problem List	Alt-U, A
File>New Purchase Order	Alt-F, N, O	Functions>Claims List	Alt-U, C
File>Search	Alt-F, R	Functions>Currency Maintenance	Alt-U, U
File>Search Purchase Order	Alt-F, R, O	Functions>Serials Check-In	Alt-U, H
File>Exit	Alt-F, X	Functions>Fiscal Period Close	Alt-U, F

OPTIONS	Keyboard Equivalent	HELP	Keyboard Equivalent
Options Menu	Alt-O	Help Menu	Alt-H
Options>Session Defaults	Alt-O, D	Help>Contents	Alt-H, C
Options>Session Preferences	Alt-O, S	Help>Search for Help on...	Alt-H, S
Options>Tool bar	Alt-O, T (toggles on/off)	Help>How to Use Help	Alt-H, H
Options>Status bar	Alt-O, B (toggles on/off)	Help>Endeavor on the Web	Alt-H, E
Options>Tool Tips	Alt-O, P (toggles on/off)	Help>About Acquisitions	Alt-A, H

Additional Pull Down Menu Choices for Working With Purchase Orders

FILE (more)	Keyboard Equivalent	ORDER	Keyboard Equivalent
File>Close	Alt-F, C	Order Menu	Alt-R
File>Save	Alt-F, S	Order>Select Vendor	Alt-R, V
File>Queue for Print	Alt-F, P	Order>Notes	Alt-R, N
File>Print Label	Alt-F, B	Order>Duplicate Check	Alt-R, C
EDIT	Keyboard Equivalent	Order>Other Charges	Alt-R, O
EDIT Menu	Alt-E	Order>Re-encumber Funds	Alt-R, R
Edit>Vendor	Alt-E, V	Order>Approve	Alt-R, A
OPTIONS (more)	Keyboard Equivalent	Order>Delete	Alt-R, D
Options>Hide Header	Alt-O, H	Order>Copy Order	Alt-R, P
		Order>Create Invoice	Alt-R, I
		Order>Related	Alt-R, L
		Order>History	Alt-R, H

WINDOW	Keyboard Equivalent
Window Menu	Alt-W
Window>Cascade	Alt-W, C
Window>Tile	Alt-W, T
Windows>Arrange Icons	Alt-W, A
Windows>1 [2, 3, etc.] (Use to move from screen to screen when several records are open at once.)	Alt-W, 1 [2, 3, etc.] (Ctrl-F6 may also be used to toggle among multiple record screens.)
LINE ITEM	Keyboard Equivalent
Line Item Menu	Alt-L
Line Item>Add	Alt-L, A
Line Item>Add>New	Alt-L, N
Line Item>Add>By Bib ID	Alt-L, D
Line Item>Add>Bib Search	Alt-L, B
Line Item>Add>Bib Import	Alt-L, I
Line Item>Delete	Alt-L, D
Line Item>MARC	Alt-L, M
Line Item>Search	Alt-L, S
Line Item>Clear Results	Alt-L, C
Line Item>View/Edit	Alt-L, V
Line Item>View/Edit>Title	Alt-L, T
Line Item>View/Edit>Standard Number	Alt-L, S
Line Item>Price	Alt-L, P
Line Item>View/Edit>Funds	Alt-L, F
Line Item>View/Edit>Type	Alt-L, Y
Line Item>View/Edit>Defaults	Alt-L, D
Line Item>View/Edit>Notes	Alt-L, N
Line Item>Receive/Mark	Alt-L, R

Navigating Within a Purchase Order

Navigating within a PO	Keyboard Equivalent
To move from field to field in the header and footer, and from cell to cell in the line items.	Tab key, Shift-Tab
To expand the drop-down menus	F4 key or F8 key
To expand the ellipsis button (does not work in all instances)	F4 key or F8 key
Click on buttons within the PO (e.g., Bib Search , Approve , etc.)	Alt-[underline the letter in the button name], e.g., Alt-B for Bib Search
Within the Vendor Code field of the PO header, right-click the mouse; a menu appears:	Keyboard Equivalent
To highlight New	Alt-N
To highlight Edit	Alt-E
To highlight Select	No keyboard equivalent
To open the little icon in the upper left corner	Alt-spacebar