

Voyager Acquisitions Keyboard Equivalents

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

ICONS (on left of screen)	Keyboard Equivalent	Items on the Tool Bar	Keyboard Equivalent
Orders>New Purchase Order	Alt-F, N, O	File>New>Purchase order	Alt-F, N, O
Invoices>New Invoice	Alt-F, N, I	File>New>Invoice	Alt-F, N, I
Orders>Search>Purchase Order	Alt-F, S, O	(Other new items available in this list)	
Order Maintenance>Problems	Alt-V, M, P	File>Search>Purchase Order	Alt-F, S, O
Order Maintenance>Claims	Alt-V, M, C	(Other searches available in this list)	
Ledgers and Funds > Currency	Alt-V, L, <enter>, C	View> Order Maintenance >Problem List	Alt-V, M, P
Check-In	Alt-V, C, C	View>Order Maintenance>Claims List	Alt-V, M, C
Ledgers and Funds >New Rollover Rules	Alt-V, L, <enter>, R	(Other items available in this list)	
		View>Ledgers and Funds> Currency	Alt-V, L, <enter>, C
		View>Ledgers and Funds>Rollover Rules	Alt-V, L, <enter>, R
		View>Check-In	Alt-V, C, C
		Tools > Defaults	Alt-T, D
		Tools>Preferences	Alt-T, P
		Tools>Workflows	Alt-T, W
		Help	Alt-H, H

Menu Choices in Acquisitions

File Tool Bar	Keyboard Equivalent
File Menu	Alt-F
File>New	Alt-F, N
File>Close all Windows	Alt-F, C
File>Search	Alt-F, S
File>Print Setup	Alt-F, R
File>Login Information	Alt-F, I
File>Change Password	Alt-F,W
File>Exit	Alt-F, X

Tools Bar	Keyboard Equivalent
Tool Menu	Alt-T
Tools > Defaults	Alt-T, D
Tools>Preferences	Alt-T, P
Tools>Workflows	Alt-T, W

View Tool Bar	Keyboard Equivalent
View Menu	Alt-V
View>Orders	Alt-V, O
View>Invoices	Alt-V, I
View>Ledgers and Funds	Alt-V, L
View>Vendors	Alt-V, V
View>Check-In	Alt-V, C
View>Order Maintenance	Alt-V, M
View>EDI	Alt-V, E
View>Line Items	Alt-V, L, L

Help	Keyboard Equivalent
Help Menu	Alt-H
Help>Help Topics	Alt-H, H
Help>Ex Libris on the Web>Ex Libris Home Page	Alt-H, E, H
Help>About Acquisitions	Alt-H, A

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
Click on tabs within the PO (e.g. Header, Footer)	Alt- (letter underlined in the button name) (e.g., Alt-O for Footer)
To highlight New	Alt-F, N
To highlight Search	Alt-F, S
To open the icon in the upper left corner (move, size, minimize, maximize, close)	Alt-spacebar