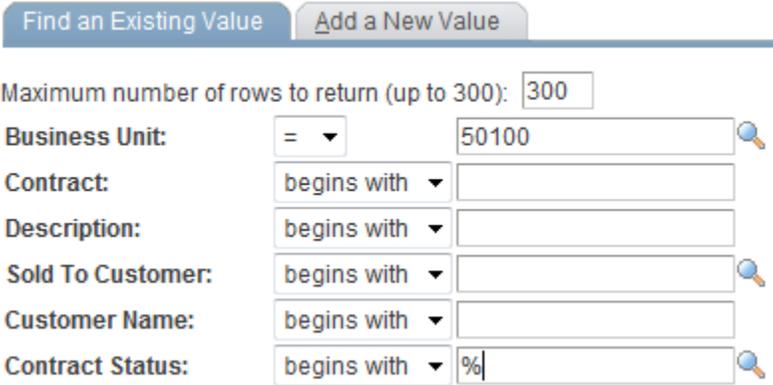
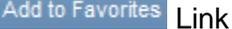


Navigation Tips

These tips identify ways you can customize your view of Cardinal to suit your preferences. They also show you some hot keys or keyboard shortcuts to speed up your data entry through.

Tip	Description
 Look Up Icon	Provides you with a drop down list of items associated with the field or parameter to be filled in.
% or Wildcard	Wildcard – utilize this to help your search when you do not know the entire/exact numbers or letters when entering search criteria. 
Entering a t in the Date field	Entering a t in the Date field defaults the field value to the current date.
Advanced Search Operators	When performing an advanced search, you can use a variety of operators to narrow your searches – by a particular first letter, by values that are less than or greater than a specified amount, and so on. The following operators are available for Advanced Search: <ul style="list-style-type: none"> • Begins With • Contains • = • Not= • < • <= • > • >= • Between • In
	Clicking the Home button takes you back to the menu you see when you first log into Cardinal.
	Click here to add a menu navigation that you use frequently.

	<p>You can name the favorite anything you like.</p> <p>PRO: Saves you navigation time. Your favorites are attached to your User ID.</p> <p>CON: If you have to call the helpdesk or speak with another user, your screen will not appear the same as the individual you are speaking with. It may take time to figure out the navigation path of your favorite, so that the person you are speaking with can assist you.</p>
Sign out Link	Click the Sign out link to log out of Cardinal. Do not click the X in the top right corner of the window to log out.

Customize Your View in Cardinal

Tip	Description
<p>Turn Type-Ahead functionality On or Off</p>	<p>When typing values into blank Cardinal fields, Cardinal will attempt help you complete the entry by showing a dropdown menu of options. This functionality can be turned off by updating your personal preferences.</p> <ol style="list-style-type: none"> 1 Navigate to Main Menu > My Personalizations. The Personalizations page is displayed. <div data-bbox="657 619 1385 1123" data-label="Image"> </div> 2 Click the Personalize User Options button. <div data-bbox="657 1186 1430 1833" data-label="Image"> </div>

	<ol style="list-style-type: none"> 3 Select No in the Type ahead field using the drop down. 4 Click the OK button. 5 The Save Confirm page opens. Click the Return button to return to the previous menu.
	<p>Click the  icon to sort menu columns alphabetically. Click the button again to return to the original order.</p>
	<p>Opens up Microsoft Excel and imports data as seen on your screen into MS Excel.</p>
	<p>Click the  icon to see all the information available on all tabs.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Accounting Entries</p> <p>Details ChartFields </p> </div>

Hot Key (Keyboard Shortcuts)

Hot Key	Description
ALT+1	<ul style="list-style-type: none">• Saves a page in a transaction.• Moves to the Search or Add button on a search or lookup page.• Moves to the OK button on a secondary page.
ALT+2 <F5>	<ul style="list-style-type: none">• Returns to the search page from the transaction page.
ALT+3	<ul style="list-style-type: none">• View the next row in the list when the Next in List button is active.
ALT+4	<ul style="list-style-type: none">• View the previous row in the list when the Previous in List button is active.
ALT+5	<ul style="list-style-type: none">• Access the Look Up page.• Opens the calendar prompt.
ALT+6	<ul style="list-style-type: none">• Opens the pop-up window on a page.
ALT+7	<ul style="list-style-type: none">• Inserts a row in a grid or scroll area.
ALT+8	<ul style="list-style-type: none">• Deletes a row in a grid or scroll area.
ALT+0	<ul style="list-style-type: none">• Allows you to refresh the page.
ALT+/ ALT+\	<ul style="list-style-type: none">• Finds data in a grid or scroll area.• Toggles between Add a New Value and Find an Existing Value tabs on a search page.
CTRL+J	<ul style="list-style-type: none">• Displays the system information page.
ENTER	<ul style="list-style-type: none">• Activates the OK button, where appropriate. On a search page, activates the Search button. On a lookup page, activates the Look Up button.