


Introduction to Vantage




Division of Finance


quick reference guide

Navigation overview

Home icon  will return the user to their home page no matter where they are in Vantage.

Alert icon  displays a list of unread alerts and allows you to navigate to the Alerts page, where you can view all current alerts.

Bookmark icon  will allow you to bookmark a page to save time.

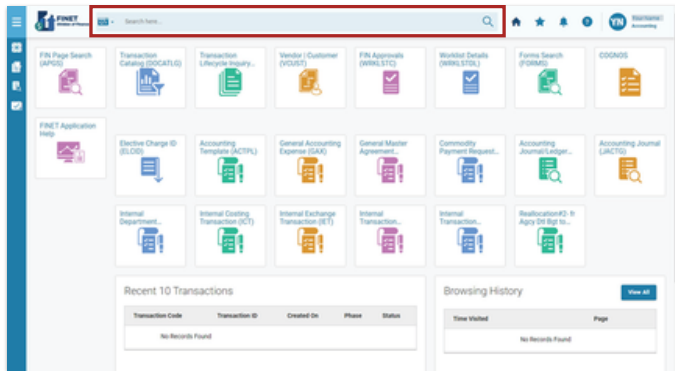
Help icon  displays help associated with the current page.


Shortcut keys


Element Name	Windows shortcuts	MAC shortcuts
3-line (hamburger menu)	Ctrl+Alt+F10	Ctrl+Cmd+F10
Bookmarks dropdown	Ctrl+Alt+B	Ctrl+Cmd+B
Alerts	Ctrl+Alt+R	Ctrl+Cmd+R
Home	Ctrl+Alt+H	Ctrl+Cmd+H
Global search	Ctrl+Alt+F7	Ctrl+Cmd+F7
Help	Ctrl+Alt+F1	Ctrl+Cmd+F1
User Profile	Ctrl+Alt+F8	Ctrl+Cmd+F8
Save & Close	Ctrl+Alt+Shift+&	Ctrl+Cmd+Shift+&
Submit	Ctrl+Alt+U	Ctrl+Cmd+U
Save	Ctrl+Alt+S	Ctrl+Cmd+S
Close/Cancel	Ctrl+Alt+E	Ctrl+Cmd+E
Back	Ctrl+Alt+K	Ctrl+Cmd+K
Page level three-dot menu	Ctrl+Alt+D	Ctrl+Cmd+D
Row level three-dot menu	Ctrl+Alt+Shift+D	Ctrl+Cmd+Shift+S
Transaction Edit	Ctrl+Alt+T	Ctrl+Cmd+T
Smart Drawer	Ctrl+Alt+Shift+B	Ctrl+Cmd+Shift+B
Bookmark the page	Ctrl+Alt+Shift+S	Ctrl+Cmd+F10
Transaction Validate	Ctrl+Alt+L	Ctrl+Cmd+L
Show All Lines	Ctrl+Alt+W	Ctrl+Cmd+W

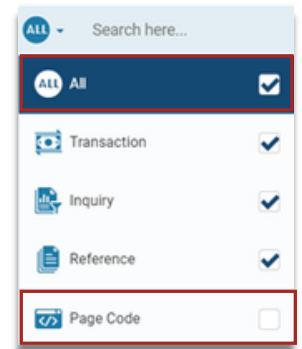
Searching

There is a search bar at the top of the page that allows you to search for anything within Vantage. On the left side of the search bar there will display one of two icons:




All  you can search for transactions, inquiries and references by name.


Page Code  allows you to search for any page code visible for your business role.






Utilize asterisk (*) when searching - for example, typing *budget* in the Description field on Page Search.


Utilized Buttons


More information  provides additional details about a specific search criteria.


Smart Menu  aka 9-dot menu gives access to view attachments and view or add a comment.


Menu  aka 3-dot menu gives more options to make adjustments or other changes to the transaction.

Pin  allows a tile to always show up in your recent searches. Will turn orange when pinned. 


Error  stop sign is an error that must be corrected. You cannot proceed with this hard stop.


Warning  message is informational warning and allows you to proceed.


Informational  means the transaction submitted or validated successfully.


Show All Messages  shows any comments on the transaction, or you can add a new comment.


Configure search  gives you the option to change search features.

Pick-List  will open up a searchable table page for items related to that field.

Attachments  shows any attachments associated with the transaction.

Comments  shows any comments on the transaction, or you can add a new comment.

Collapse  expands the line to see more information below the transaction.

Insert  adds an additional line or comment to a transaction.



A system-wide help tool that provides a broader overview vs. the **Help** icon, which is page specific.