Keyboard Shortcut Keys for Buttons

The Expense Reports system allows preparers to select Expense Reports buttons using keyboard shortcut keys in addition to clicking with the mouse.

Each button for which there is a keyboard shortcut has an underlined letter in the button name. For example:

The key sequence used to select a button is different depending on your browser:

- Internet Explorer (IE): Alt-"underlined letter" (for example, Alt – x to select the Next button)
- Firefox: Shift-Alt –"underlined letter", then press the Enter key (for example Shift-Alt-x-Enter to select the Next button)