# Raiser's Edge Batch Quick Reference

## **Function Keys**

Use function keys on your keyboard to quickly enter and access information throughout *The Raiser's Edge*.

- F1 access the help file
- F2 insert default value of a field (if one exists in a default set). The default entry replaces any existing entries
- F3 insert current date
- F4 refresh some grids
- F4 time or date stamp notepads
- F5 refresh a batch
- F6 access spouse screen (in const. window)
- F7 access lookups in tables
- F7 access calendars in date fields
- access calculators in currency fields
- F7 zoom in note fields to view larger text entry area
- F8 toggle between constituent window and data entry grid

## **General Shortcut Keys**

- New CTRL + N
- Open CTRL + O
- Open in new window TTRL + I
- Save CTRL + S

- Save and new CTRL + W
- Save and close CTRL + L
- Copy CTRL + C
- Paste CTRL + V
- Undo CTRL + Z
- Cut CTRL + X
- Print CTRL + P
- Find CTRL + F
- Annotate CTRL + T
- Go to File menu ALT + F
- Go to Help menu- ALT + H
- Add to Favorites ALT + A

### **Batch Shortcut Keys**

For shortcuts including the plus sign (**key + key**), press the keys simultaneously. For combinations with a comma (**key, key**), press the first key, release it, then press the next key. Some shortcuts contain both the plus sign and comma.

#### **Batch Setup Screen**

- Batch Header Tab ALT + 1
- Fields Tab ALT + 2
- Defaults Tab ALT + 3
- Commit Batch CTRL + T
- History Button ALT + H
- Next ALT + N
- Back ALT + B
- Data Entry ALT + E
- Find button  $\boxed{\mathsf{ALT}}$  +  $\mathbf{F}$
- Up ALT + U
- Down ALT + D
- Save button ALT + S
- Load From Existing Batch button ALT + L
- \*To mark a checkbox, use spacebar

#### Batch File Menu ALT + F

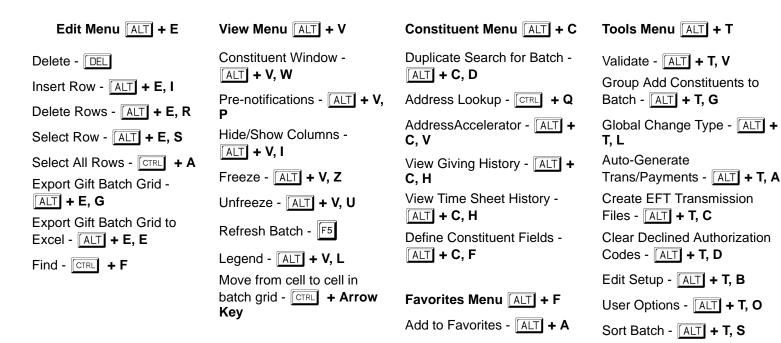
#### New Batch:

- Constituent ALT + F, N, C
- Gift ALT + F, N, G
- Time Sheet ALT + F, N, T
- Commit Batch ALT + F, B
- Print Setup ALT + F, u
- Preview Batch Log ALT + F, v, B
- Preview Dep Ticket ALT + F, v, D
- Preview Validation Report ALT +
- F, v, V

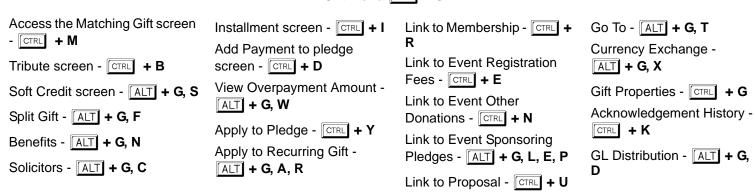
- Preview Pre-transmission report ALT + F, v, P
- Preview Credit Card Report
- [ALT] + F, v, C
- Properties ALT + F, t
- Print Batch Log CTRL + P
- Print Deposit Ticket -
- ALT + F, P, D
- Print Validation Report
- [ALT] + F, P, V
- Print Pre-transmission report ALT + F, P, P

- Print Credit Card Report ALT + F, P, C
- Export Batch Log ALT
- Export Batch Log ALT + F, E, B
- Export Deposit Ticket -
- **ALT** + F, E, D
- Export Validation Report ALT + F, E, V
- Export Pre-transmission
- report ALT + F, E, P
- Export Credit Card Report ALT + F, E, C

- Send as Mail Batch Log -
- ALT + F, M, B
- Send as Mail Deposit Ticket
- ALT + F, M, D
- Send as Mail Validation
- Report ALT + F, M, V
- Send as Mail
- Pre-transmission report -
- Send as Mail Credit Card
- Report ALT + F, M, C
- Close ALT + F, C



#### Gift Menu ALT + G



## **Getting Help**

Help for *The Raiser's Edge* is available in two main ways: the user guides and the help file.

User guides refer to pdfs and printed versions of all *The Raiser's Edge* user guides. These guides are useful when you need in-depth information about a specific area of the program. You can view guides on your computer, or you can print selected pages or entire guides.

These guides are available on the User Guides shell page. You can access the user guides in two ways:

- Click Help in the Raiser's Edge bar and select User Guides. The User Guides page appears listing all the available Raiser's
  Edge user guides.
- Select **Help**, **User Guides** from the menu bar. The User Guides page appears.

The help file is designed to give you quick answers; it contains a table of contents, index, and search features that enable you to find information about all areas of *The Raiser's Edge* from a single location. To access the help file:

- Press F1 on your keyboard to open the help file to a topic with specific information about the screen you are currently on in the program
- Click Help in the Raiser's Edge bar and select Help Topics
- Select Help, The Raiser's Edge Help Topics from the menu bar

You can also access the most recent pdfs of the user guides from www.blackbaud.com. Select Support, User Guides.