# PeopleSoft

## Keyboard Shortcuts for the WEB

Working in an internet browser-based environment can often be very mouse intensive. PeolpleSoft offers many keyboard alternatives to using the mouse in the internet architecture. We call these shortcuts Hot Keys and Access Keys. Once you learn the keystroke combinations below, you'll find working in your PeopleSoft application is a quick and painless process.

Topics included are:

- Hot Keys
- Access Keys
- Search Page Buttons
- Processing Buttons
- Toolbar Buttons
- Folder Tab Access Keys
- Menu Navigation Access Keys

## Hot Keys
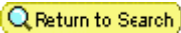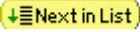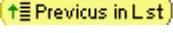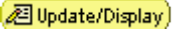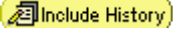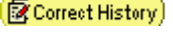
Hot keys perform an immediate action. When you press any of the key combinations below, the designated action occurs. You'll notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

| Hot Key | Button or Link | Action |
|---------|----------------|--------|
| Alt+5 | 🔍 📅 | Opens lookup page. Opens the calendar prompt. |
| Alt+6 | ⬒ ▣ RelatedLinks | Opens the pop-up window on a page. |
| Alt+7 | + Add | Inserts row in a grid or scroll area. |
| Alt+8 | − Delete | Deletes row in a grid or scroll area. |
| Alt+0 | ♻ Refresh | When in Expert Entry mode, validates data entered in page. |
| Alt+ . | ▶ | Next in grid, scroll, or search page results list. |
| Alt+ , | ◀ | Previous in grid, scroll area, or search page results list. |

| Alt+ \ | Add a New Value<br>Find an Existing Value | Toggles between "Add a New Value" and "Find an Existing Value" in a Search page. |
|---|---|---|
| Alt+ / | Find | Find data in grid or scroll area. |
| Alt+ ' | View All | View all rows of data in grid, scroll area or search page results list. |
| Enter | OK<br>Search<br>Lookup | Activates the Okay button where appropriate.<br>On a Search page, activates the search button.<br>On a Lookup page, activates Lookup button. |
| Esc | Cancel | Activates the cancel button where appropriate. |

## Access Keys

Access keys move the focus of your cursor to a particular push button on your page. Pressing Enter executes the command—the equivalent of clicking the button with your left mouse button. The table below outlines the shortcuts you may use in place of clicking the equivalent action button with your mouse. After pressing the desired key combination from the list below, you must then press the Enter key to execute the action. For example, to save a page you would press Alt+1 followed by the Enter key. Note that some access keys have multiple actions assigned to them, and their usage depends on the currently active page.

| Access Key | Button | Action |
|---|---|---|
| Alt+1 | Save | Save page in a transaction.<br>Move to Search or Add button on a Search or Prompt page.<br>Move to OK button on an auxiliary page. |
| Alt+2 | Return to Search | Return to search page from transaction page. |
| Alt+3 | Next in List | View next row in list when button is active. |
| Alt+4 | Previous in List | View previous row in list when button is active. |
| Alt+9 | Home> | Toggles between menu items in the breadcrumbs |
| Alt+ \ | Update/Display<br>Include History<br>Correct History | Toggles between action modes on the toolbar in a transaction page. |

# Using Internet Architecture Buttons

PeopleSoft Internet Architecture provides you with a multitude of buttons and links on your page to help you process transactions in your system. In general, if the action to be performed is navigation related, it will be shown as a link, which will bring you to another page. If the action is truly an action, such as Save or Process, it will be displayed as a button on your page. You only need to click the button or link to execute the command.

If a gray button appears on your page, that action is not then available to you. For example, when working on the last page in a component, you might see the following:



Buttons on the last page in a component

The **Next tab** button is gray because you are working on the last page of the component. Your only option is to select the **Previous tab** button.

Likewise, links often appear at the bottom of your page to indicate which of the component's pages you are on. You'll notice that the active page is not actually a link because it is not underlined. For example, if you are on the Compensation page of the Job Data component, the links at the bottom of the page will appear as follows:
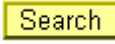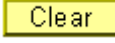


Page links in a component

Most buttons and links in the system are self-explanatory. You'll find that performing transactions and navigating between pages and components will come easily. Nonetheless, we have included for your reference a few tables that detail the functioning of several PeopleSoft Internet Architecture buttons.


## Search Page Buttons

The following search related buttons are located on Search Pages of all types.

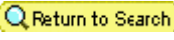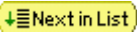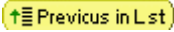| Button | Name | Function |
|---|---|---|
| Search | Search | Processes the search once you have entered search criteria in the key fields above the Search button. |
| Clear | Clear data | Clears entered text from all fields on the page (without saving) so you can enter new criteria. |

## Processing Buttons
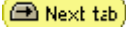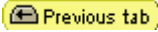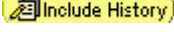
The following buttons are used for processing transactions.

| Button | Name | Function |
|---|---|---|
| Apply | Apply | Usually found on a page that you opened by clicking a prompt button. Enables you to apply the data input without returning you to the main page in case you want to perform additional searches. |
| Run | Run | Opens the Process Scheduler Request dialog box where you can set up your process control parameters for the current process. |
| OK | Okay | Accepts the data input made on an auxiliary page and returns you to the main page. |
| Cancel | Cancel | Clears the page and any data that you may have entered or changed without saving. When you click Cancel, the system doesn't warn you to save changes. Use Cancel if you entered data incorrectly and want to begin again. |

## Toolbar Buttons

At the bottom of most pages you'll find the toolbar, which changes depending on the type of page you are in. The toolbar may include search list navigation buttons, page navigation buttons, and page action buttons. The toolbar changes depending on the type of page that's active. So not all buttons shown below will display on every page. Likewise, some buttons may be grayed out, indicating that that action is not available to you at that time.
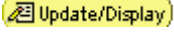
| Button | Name | Function |
|---|---|---|
| Save | Save | Sends the information you've entered on the page to the database. You'll generally save when you come to the end of a component. The Save command always updates the data for all pages in a group. Upon save, the system displays the "Saved" message in the upper right corner of the page. |
| Return to Search | Return to Search Page | Returns you to the search page. |
| Next in List | Next In List | Displays the data for the next data row in your search results grid. This button appears gray if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid. |

| | | |
|---|---|---|
| ↑☰ Previous in List | Previous in List | Displays the data for the previous data row in your search results grid. This button appears gray if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid. |
| Next tab | Next page in component | Displays the next page in the current component. If you are in the last page of the component, this button is gray. |
| Previous tab | Previous page in component | Displays the previous page in the current component. If you're in the first page of the component, this button is gray. |
| Update/Display | Update/Display | Accesses existing rows of data on the database. If data is effective-dated, displays only current and future rows. |
| Include History | Include History | Displays all rows of data: current, future, and history. |
| Correct History | Correction | Accesses existing rows of data in the database and displays all effective-dated rows. Allows you to update all rows, including history rows. |
| Refresh | Refresh page | Appears for expert users only that are in Expert Entry mode. When clicked, validates the data entered in certain fields. |

## Folder Tab Access Keys

You can also use access keys for folder tabs to help you move between pages in a component. Identify these access keys by noting the letter in the folder tab name that is underlined. For example, in the Job Data component, you can see that all the folder tabs contain access keys with which to open them. Open the Job Information page by pressing Alt+J to move your cursor to the page name in the folder tab, and then press Enter to open the page.

 Using access keys to open pages

## Menu Navigation Access Keys

Navigating between menus can be tiresome when you have to constantly revert to the mouse. By using a combination of the menu access keys (Alt+1, Alt+2, Alt+3 and Alt+4), the tab key, and the Enter key you can reduce your dependence on the mouse.

| | |
|---|---|
| **Alt+ 1,2,3 or 4** | Moves focus across menu levels resting on the uppermost menu item for that column |
| **Tab Key** | Moves focus to the next menu item in the current column or to the top of the next column if on the last menu item |
| **Enter key** | Opens the next menu level or the search page for the selected component |

 Access keys for menu navigation

When menu navigation is the active window, you use the access keys to get to the next or previous menu level. For example, suppose you want to choose Capture Time and Labor from the second column above. You can simply press Alt+2 and then the tab key three times to transfer focus to that menu entry. You then press Enter to open the menu item. To view the Home menu again, press Alt+1+Enter. The collapsed menu section will expand.