

Appendix C Tools and Keyboard Shortcuts for the PC

Comparison of Tool or Key in Version 7 to Tool, Link or Key in Version 8




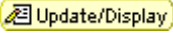

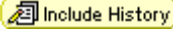









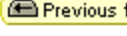
PeopleSoft version 7	PeopleSoft version 8
Add	Add a New Value or Add
Update/Display	Default or Update/Display
Update/Display All	Include History
Save or the ENTER key	Save or Alt + 1, ENTER
Cancel or the ESCape key	Return to Search or Alt + 2, ENTER or use the breadcrumbs
List	Return to Search or Alt + 2, ENTER or use the breadcrumbs
Next in List	Next in List or Alt + 3, ENTER
Previous in List	Previous in List or Alt + 4, ENTER
Insert Row or F7	or Alt + 7
Delete Row or F8	or Alt + 8
Next panel in group of F2	Next tab or links with the page name, for example, Student Plan
Previous panel in group or Shift + F2	Previous tab or links with the page name, for example, Addresses

New Keyboard Shortcuts in PeopleSoft version 8





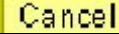
Keys	Button or Link	Action
Alt + 5	Or	Opens a lookup page. Opens the calendar prompt.
Alt + . (period)		Next in grid, scroll or search page results list
Alt + , (comma)		Previous in grid, scroll area or search page results list.
Alt + ` (apostrophe)	<u>View All</u>	View all rows of data in grid, scroll area or search page results list.
ESCape		Activates the cancel button where appropriate.
Ctrl + K		When in a search page or transaction page, opens a page with a list of keyboard navigation shortcuts using hot keys and access keys. (Click on the <u>continue</u> link at the bottom of the page to return to the search page or transaction page.

Appendix D Tools and Keyboard Shortcuts for Internet Explorer on the Mac

Comparison of Tool or Key in Version 7 to Tool, Link or Key in Version 8

PeopleSoft version 7	PeopleSoft version 8
 Add	Add a New Value or 
 Update/Display	Default or 
 Update/Display All	
 Save or the ENTER key	 or Apple + Alt + 1, ENTER
 Insert Row or F7	 or Apple + Alt + 7
 Delete Row or F8	 or Apple + Alt + 8
 Next panel in group of F2	 or links with the page name, for example, Student Plan
 Previous panel in group or Shift + F2	 or links with the page name, for example, Addresses

New Keyboard Shortcuts in PeopleSoft version 8

Keys	Button or Link	Action
Apple + Alt + 5	 Or 	Opens a lookup page. Opens the calendar prompt.
Apple + Alt + . (period)		Next in grid, scroll or search page results list
Apple + Alt + , (comma)		Previous in grid, scroll area or search page results list.
ESCAPE		Activates the cancel button where appropriate.