

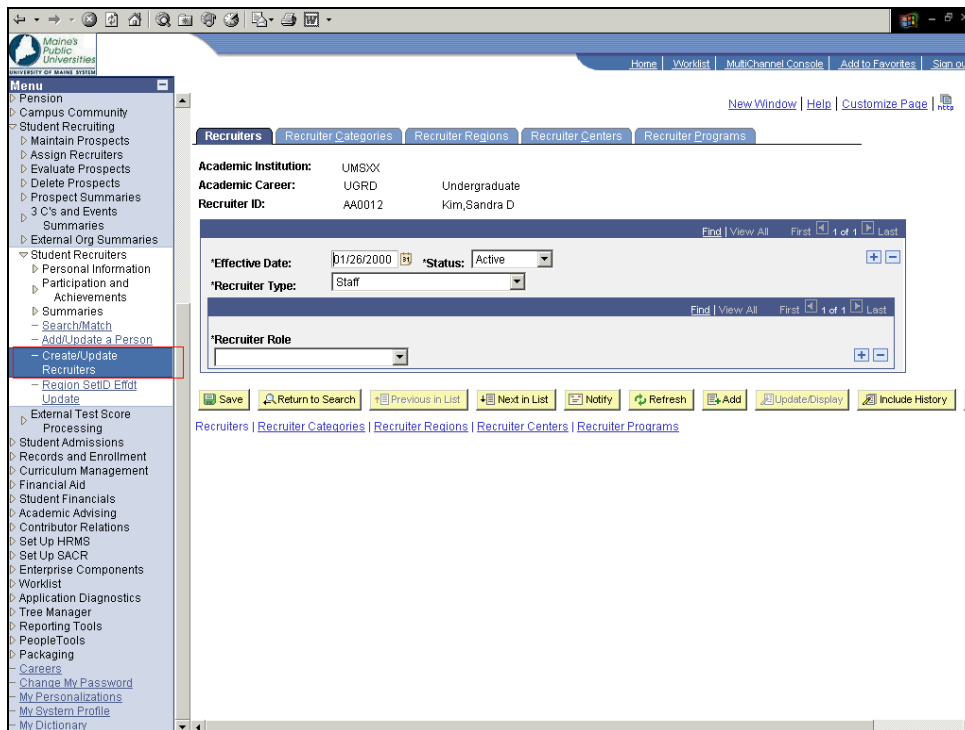
File Name	Navigating Between Pages in a Component.doc
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Navigating Between Pages in a Component

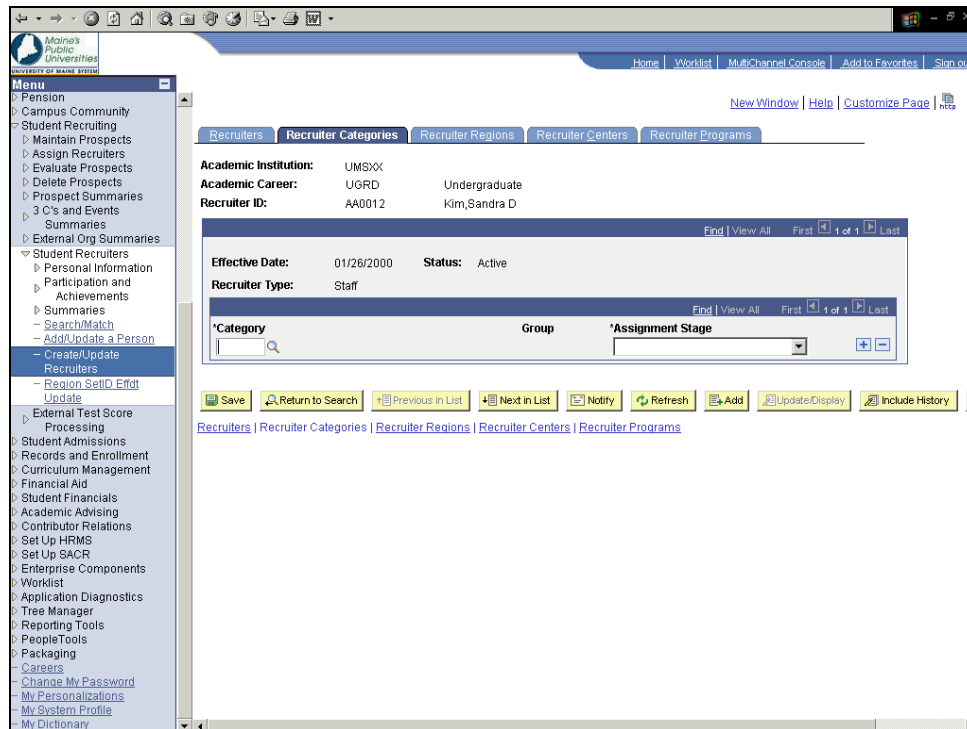
Concept

When working with a PeopleSoft application, you are entering or viewing data in a component page. There are several ways to navigate between pages in a component.

Procedure



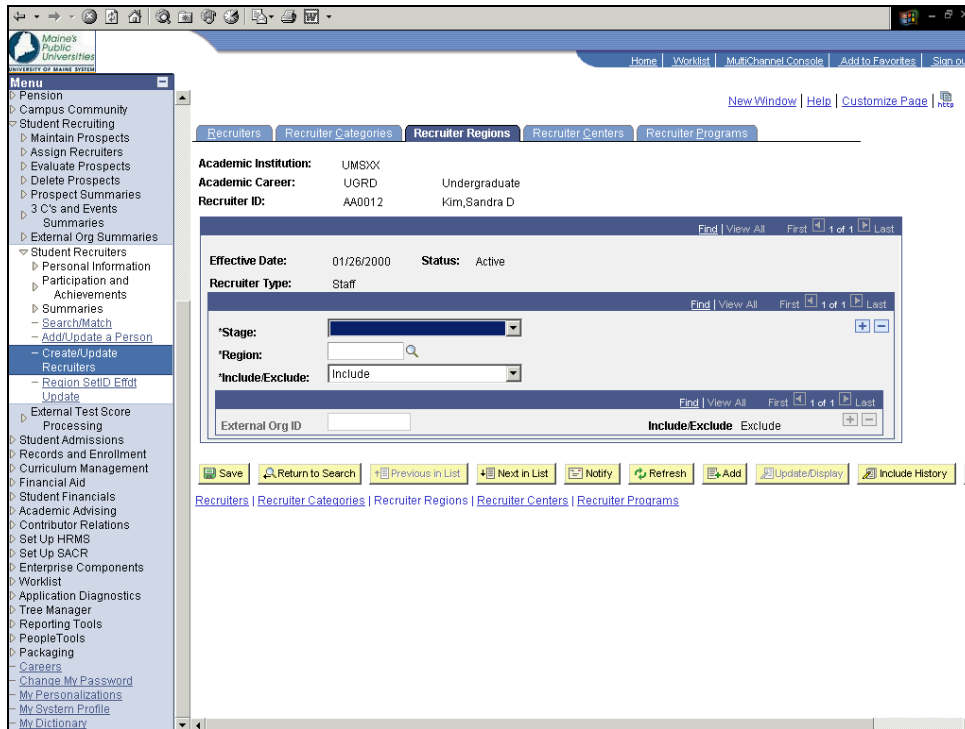
Step	Action
1.	<p>Components consist of one or several pages within the same window. They are usually pages that are related and need to be completed together. When you navigate to a process, the final link you click on is the Component name.</p> <p>For example, the Create/Update Recruiters component displayed here has five pages. As you finish one page, you select the folder tab of the next page you want to open within the component.</p> <p>Click the Recruiter Categories tab.</p>



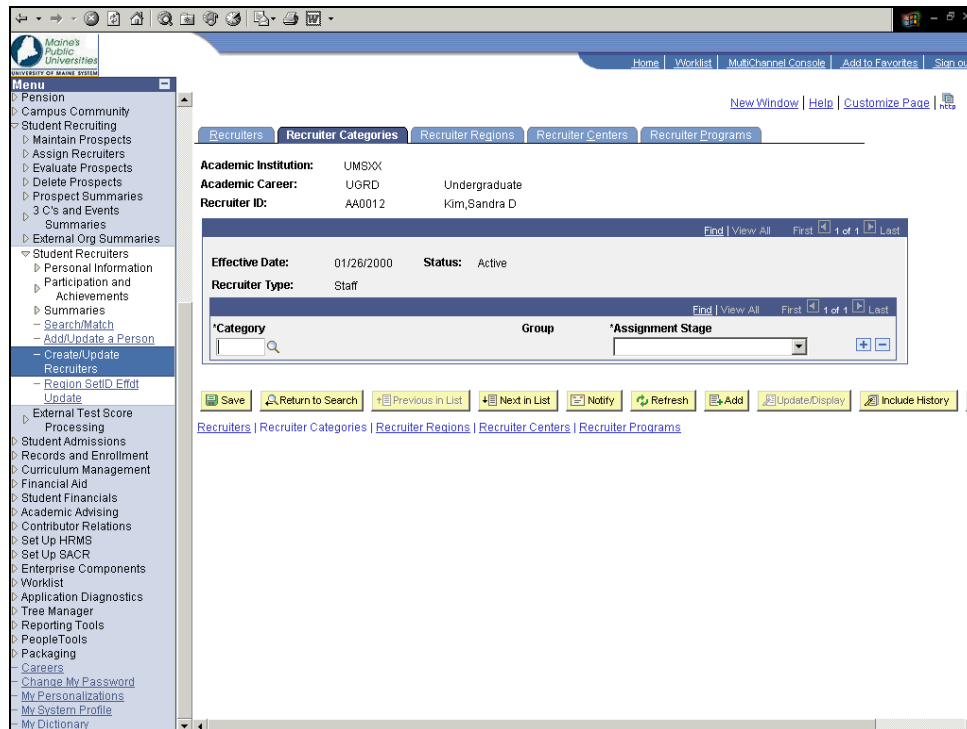
Step	Action
2.	You also can click hyperlinks at the bottom of the page instead of selecting the folder tabs to move between component pages. Click the Recruiter Regions link.

Reference Guide













MaineStreet Fundamentals :Navigating Between Pages



Step	Action
3.	<p>The Recruiter Regions page is displayed. You also can use ALT plus an access key to navigate between pages in a component. The access key is the letter on each folder tab that is underlined.</p> <p>Navigate back to the Recruiter Categories page. Press [Alt+C].</p>



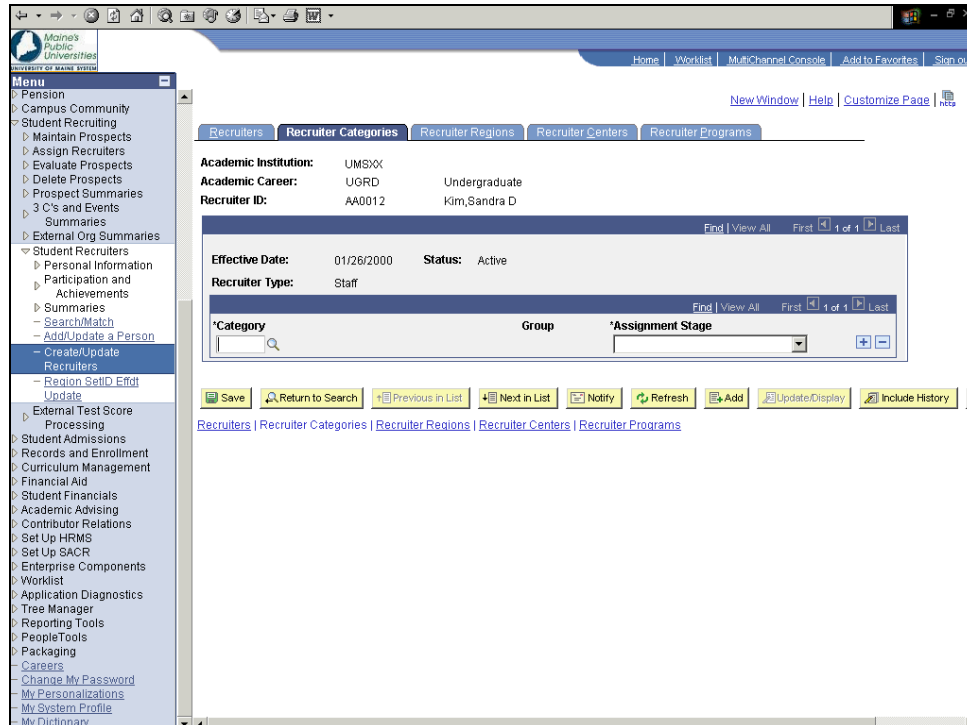
Step	Action
4.	The Recruiter Categories page now displays.

Hot Key	Button or Link	Action
Alt + 1	 Save	Save page
Alt + 2	 Return to Search	Return to the search page
Alt + 3	 Next in List	View the next row in the search list
Alt + 4	 Previous in List	View the previous row in the search list
Alt + 5	 or 	Opens the Look Up page or Calendar prompt
Alt + 6		Opens the pop-up window on a page
Alt + 7		Inserts rows in a grid or scroll area
Alt + 8		Deletes rows in a grid or scroll area
Alt + .		Next row in a grid or scroll area
Alt + ,		Previous row in a grid or scroll area
Alt + /		Find data in grid or scroll area
Alt + *	View All	View all rows of data in grid or scroll area
Alt + \	Add a New Value Find an Existing Value	Toggles between options in a Search page

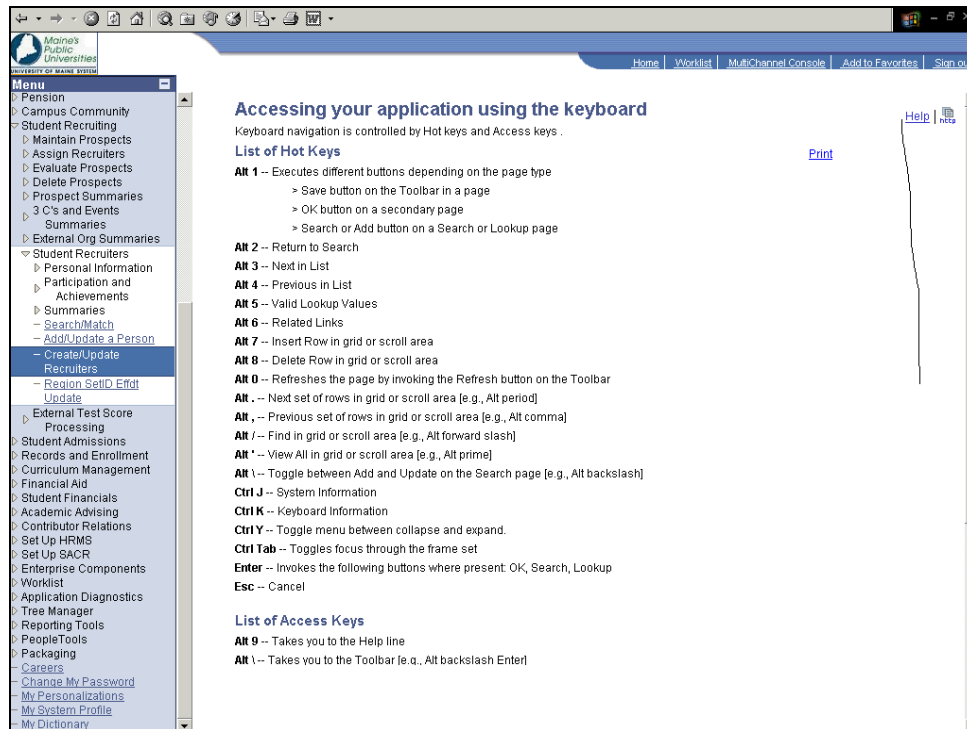
Reference Guide

MaineStreet Fundamentals :Navigating Between Pages

Step	Action
5.	<p>In addition to the keys associated with moving between folder tabs, there are several other hot keys, or shortcuts using keyboard strokes, available for power users. Displayed below is a partial list of the available hot keys.</p> <p>These hot keys only function for the Internet Explorer browser.</p>



Step	Action
6.	<p>At any time, you can press Ctrl+K to display a page that lists all the available hot and access keys.</p> <p>Press [Ctrl+K].</p>



Step	Action
7.	This page provides a complete list hot and access keys you can use to navigate within a PeopleSoft application. Click the vertical scrollbar.
8.	In summary, PeopleSoft offers multiple ways to navigate quickly between pages within a component. End of Procedure.