

Department	
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Recognizing Page Controls

Concept

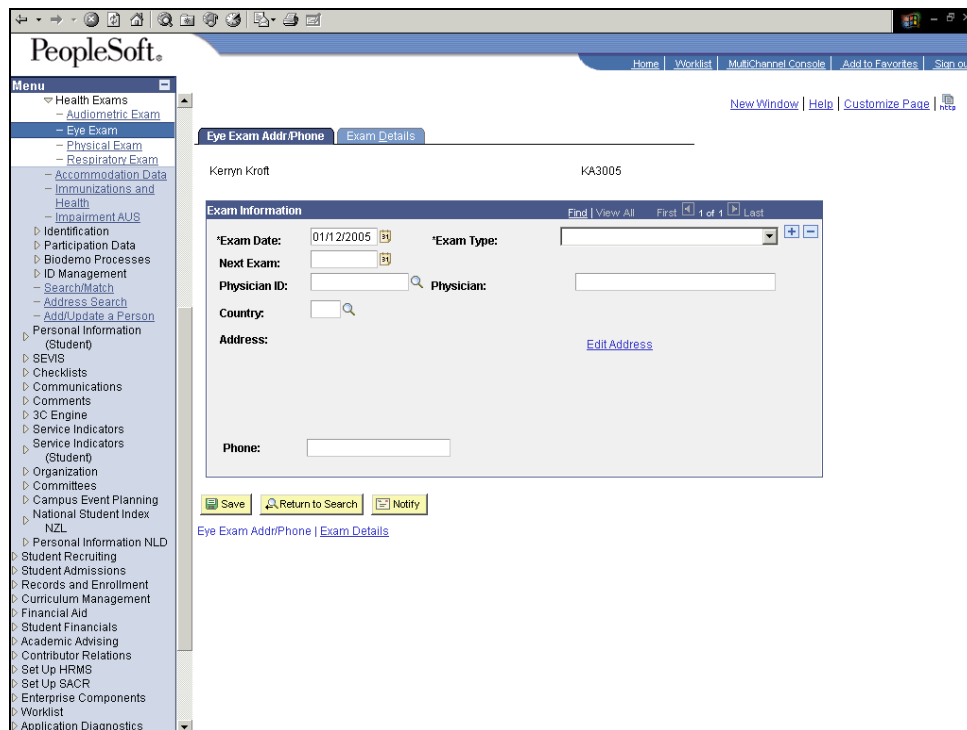
Page controls include several types of **data entry fields**, designed to offer different ways to enter and maintain information. Recognizing each type of data entry field helps you to use the system more efficiently.

In this example, a student has completed a mandatory eye exam. You need to update the **Eye Exam** component with her information.

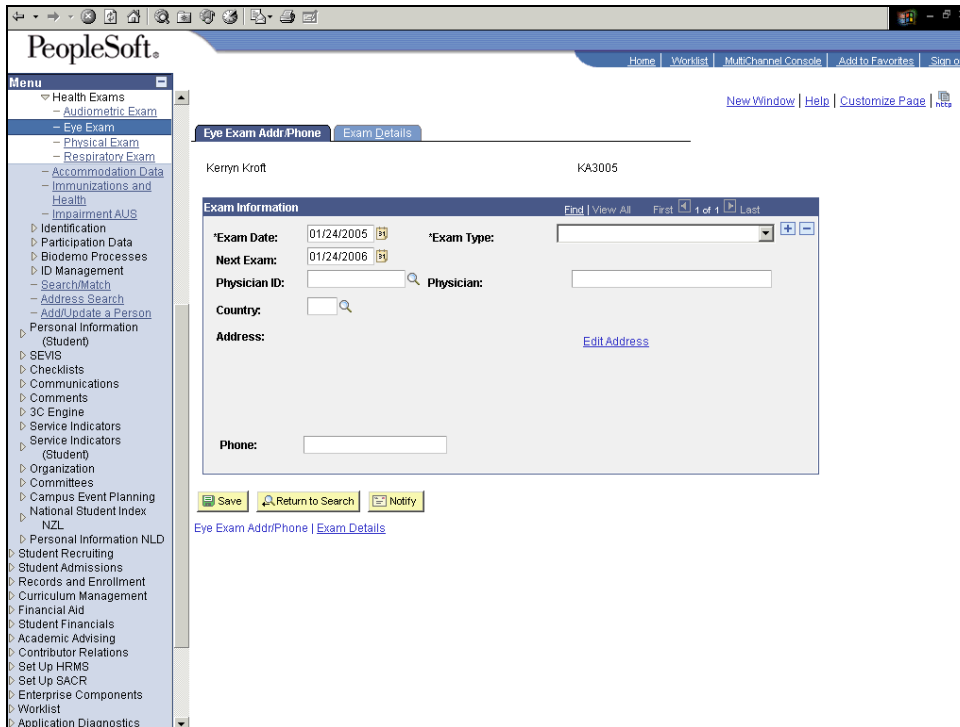
Additional Information

Procedure

Step	Action
1.	Some fields are required on a page, meaning you must enter a value in the field before you can save the page. The asterisks next to the Exam Date and Exam Type fields indicate that these are required fields.



Step	Action
2.	<p>When entering information in a date field, you can use the date prompt button. Clicking the button opens a small calendar that displays the current month and day. Alternatively, you can press Alt+5 while in the date prompt field to open the calendar. You may also enter the current day's date by typing "today" in the date field.</p> <p>In this example, the date defaulted to the current system date. You can override this if needed.</p>



PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

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- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advising
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Application Diagnostics

Eye Exam Addr/Phone | Exam Details

Kernyn Kroft KA3005

Exam Information Find | View All First 1 of 1 Last

*Exam Date: 01/24/2005 *Exam Type:

Next Exam: 01/24/2006

Physician ID: Physician:

Country:

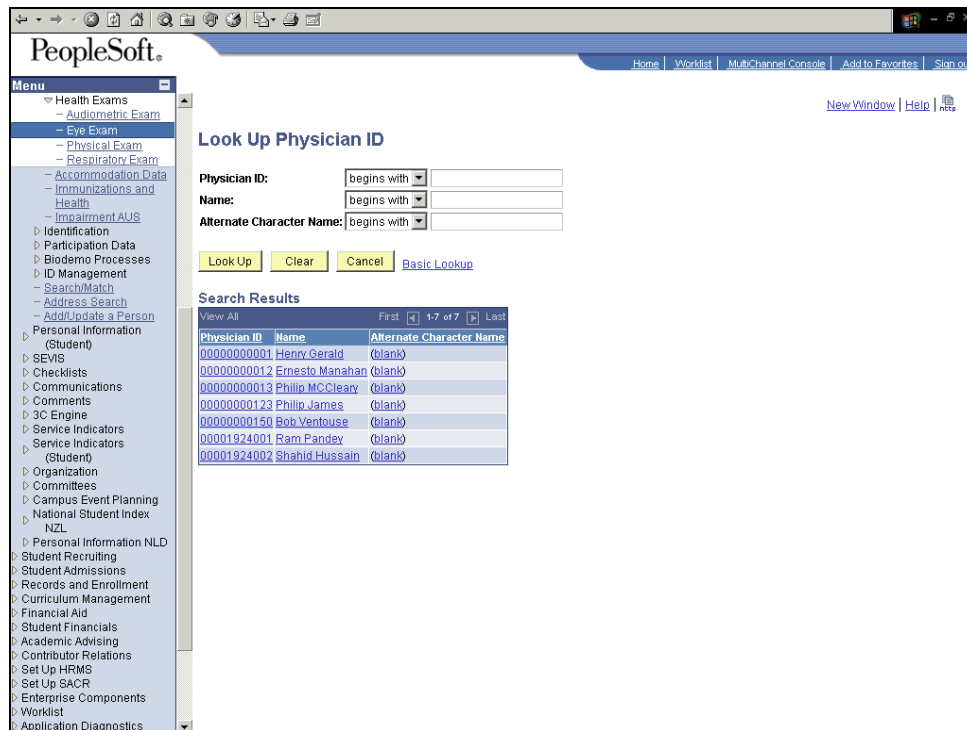
Address: [Edit Address](#)

Phone:

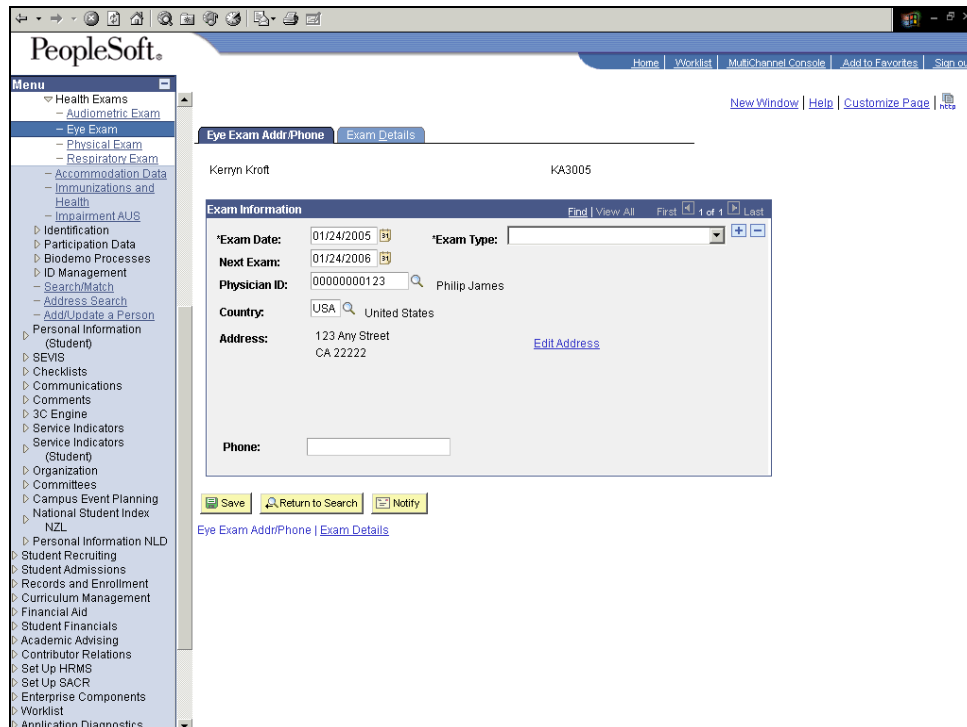
[Save](#) [Return to Search](#) [Notify](#)

[Eye Exam Addr/Phone](#) | [Exam Details](#)

Step	Action
3.	An edit box with prompt button uses a Lookup button, which looks like a magnifying glass, and can be used to look up a valid value for the field. It opens a separate page that enables you to search the database for the data you need.



Step	Action
4.	The Look Up page displays a list of all the valid values for the field. In this example, the page displays a list of all the physicians in the database.
5.	After selecting a value, the system automatically returns you to the original page and inserts the information in the field.



Step	Action
6.	A drop-down list box is a rectangular box similar to an edit box with a drop-down arrow within the box. Clicking the drop-down arrow displays a list of values from which you can select a single option.
7.	An edit box is a rectangular box into which you enter data. The number of characters you can enter is determined by the length of the database field.