







Appendix

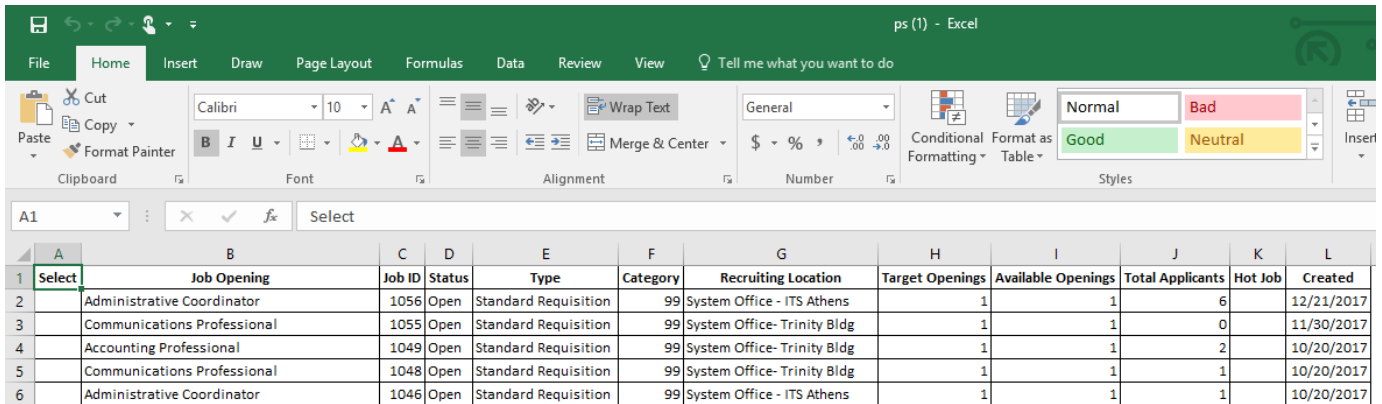
Quick Tips

Downloading a Grid to Excel

In this section, you will learn how to download a grid to Excel. This can be useful when needing to report data quickly or there is a need to place the data into a format where it can be modified.

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Administrative Coordinator	1056	Open	Standard Requisition		System Office - ITS Athens	1	1	6		12/21/2017
<input type="checkbox"/>	Communications Professional	1055	Open	Standard Requisition		System Office- Trinity Bldg	1	1	0		11/30/2017
<input type="checkbox"/>	Accounting Professional	1049	Open	Standard Requisition		System Office- Trinity Bldg	1	1	2		10/20/2017
<input type="checkbox"/>	Communications Professional	1048	Open	Standard Requisition		System Office- Trinity Bldg	1	1	1		10/20/2017
<input type="checkbox"/>	Administrative Coordinator	1046	Open	Standard Requisition		System Office - ITS Athens	1	1	1		10/20/2017

When you see the  icon on a grid header then the data in the grid can be downloaded to Excel. Every row in the grid will be downloaded. Below is a sample of the data in Excel after being downloaded. Notice this is the browser version of Excel. If you wanted to save this data you would simply navigate to File > Save As and choose the 'Microsoft Excel Workbook' format.



The screenshot shows the Microsoft Excel interface with the following data in the grid:

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
	Administrative Coordinator	1056	Open	Standard Requisition	99	System Office - ITS Athens	1	1	6		12/21/2017
	Communications Professional	1055	Open	Standard Requisition	99	System Office- Trinity Bldg	1	1	0		11/30/2017
	Accounting Professional	1049	Open	Standard Requisition	99	System Office- Trinity Bldg	1	1	2		10/20/2017
	Communications Professional	1048	Open	Standard Requisition	99	System Office- Trinity Bldg	1	1	1		10/20/2017
	Administrative Coordinator	1046	Open	Standard Requisition	99	System Office - ITS Athens	1	1	1		10/20/2017

Appendix

Quick Tips

Control - J

In this section, you will learn how to use the Control- J feature in PeopleSoft. Control- J is only used when you have encountered an error in the system or someone from the development area asks you for the information. It has no other purpose. If you encounter an error the developer will need a screen shot of the current page you are on the information presented after pressing 'Control' + 'Shift' and the 'J' key at the same time. The information should look like the information below.

Browser	CHROME/63.0
Operating System	WIN10
Browser Compression	ON (gzip)
Tools Release	8.55.17
Application Release	HRMS 9.20.23.000
Service Pack	23
Page	HRS_JO_FIND_JOB
Component	HRS_JO_FIND_JOB
Menu	HRS_HRPM
User ID	JBRITAIN
Database Name	HDEV2
Database Type	ORACLE
Application Server	//pshdev2a1.bor.usg.edu:9100
Component Buffer Size (KB)	797
continue	

***NOTE- This is only used when an error is encountered that needs to be communicated to ITS or at the request of a developer.

Quick Tips

Control - K

In this section, you will learn how to use the Control- K feature in PeopleSoft. Control- K lists some short cuts in the system that some users find helpful. These shortcuts are purely optional. Pressing 'Control' + 'Shift' and the 'K' key at the same time will produce the following data.

List of Hot Keys

[Print](#)

Accessing your application using the keyboard

Keyboard navigation is controlled by Hot keys and Access keys .

List of Hot Keys

Alt 1 -- Executes different buttons depending on the page type

- > Save button on the Toolbar in a page
- > OK button on a secondary page
- > Search or Add button on a Search or Lookup page

Alt 2 -- Return to Search

Alt 3 -- Next in List

Alt 4 -- Previous in List

Alt 5 -- Valid Lookup Values

Alt 6 -- Related Links

Alt 7 -- Insert Row in grid or scroll area

Alt 8 -- Delete Row in grid or scroll area

Alt 0 -- Refreshes the page by invoking the Refresh button on the Toolbar

Alt . -- Next set of rows in grid or scroll area [e.g., Alt period]

Alt , -- Previous set of rows in grid or scroll area [e.g., Alt comma]

Alt / -- Find in grid or scroll area [e.g., Alt forward slash]

Alt ' -- View All in grid or scroll area [e.g., Alt prime]

Alt \ -- Toggle between Add and Update on the Search page [e.g., Alt backslash]

Alt ; -- Context Menu

Ctrl J -- System Information

Ctrl K -- Keyboard Information

Ctrl Y -- Toggle menu between collapse and expand.

Ctrl Tab -- Toggles focus through the frame set

Drag -- Ctrl M

Drop -- Ctrl Alt M

Enter -- Invokes the following buttons where present: OK, Search, Lookup

Esc -- Cancel

Skip to Main Content -- Ctrl Alt S

List of Access Keys

Alt 9 -- Takes you to the Help line

Alt \ -- Takes you to the Toolbar [e.g., Alt backslash Enter]

Ctrl Z -- Takes you to the Search box of the Menu

Menu Access Keys

The Ctrl Z combination will focus your cursor onto the menuing system. From there, you can use your tab key (or shift-tab to reverse direction) to navigate through the menu hierarchy.

About Access keys and Hot keys

> An Access Key is an Alt key combination that moves focus to a specified field on the current page. For example, Alt \ moves focus to first button on the Toolbar. Then pressing the Enter key would invoke that action. Or, you may use the Tab key to move you to the next Toolbar button.

> A Hot Key performs an immediate action. For example, when focus is in a field that has lookup processing, Alt 5 invokes the Lookup page without having to press the Enter key.

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