



PeopleSoft PeopleTools Shortcuts for Windows

| No. | Action | Windows Shortcuts | Section |
|-----|--|-------------------|--|
| 1 | Saves a page in a transaction | Alt + 1 | Most used PeopleSoft PeopleTools Shortcuts |
| 2 | Moves to the Search or Add button on a search or look up page | Alt + 1 | Most used PeopleSoft PeopleTools Shortcuts |
| 3 | Moves to the OK button on a secondary page | Alt + 1 | Most used PeopleSoft PeopleTools Shortcuts |
| 4 | Returns to the search page from the transaction page | Alt + 2 | Most used PeopleSoft PeopleTools Shortcuts |
| 5 | Views the next row in the list when the button is active | Alt + 3 | Most used PeopleSoft PeopleTools Shortcuts |
| 6 | Views the previous row the in list when the button is active | Alt + 4 | Most used PeopleSoft PeopleTools Shortcuts |
| 7 | Accesses the Look Up page | Alt + 5 | Most used PeopleSoft PeopleTools Shortcuts |
| 8 | Opens the calendar prompt | Alt + 5 | Most used PeopleSoft PeopleTools Shortcuts |
| 9 | Opens the pop-up window on a page | Alt + 6 | Most used PeopleSoft PeopleTools Shortcuts |
| 10 | Inserts a row in a grid or scroll area | Alt + 7 | Most used PeopleSoft PeopleTools Shortcuts |
| 11 | Deletes a row in a grid or scroll area | Alt + 8 | Most used PeopleSoft PeopleTools Shortcuts |
| 12 | In Expert Entry mode, activates the Refresh button, which validates the data entered on the page | Alt + 0 | Most used PeopleSoft PeopleTools Shortcuts |
| 13 | Views the next set of rows in a grid or scroll area | Alt + . | Most used PeopleSoft PeopleTools Shortcuts |
| 14 | Views a previous set of rows in a grid or scroll area | Alt + , | Most used PeopleSoft PeopleTools Shortcuts |
| 15 | Finds data in a grid or scroll area | Alt + / | Most used PeopleSoft PeopleTools Shortcuts |
| 16 | Views all rows of data in a grid, scroll area, or search page results list | Alt + ^ | Most used PeopleSoft PeopleTools Shortcuts |
| 17 | Toggles between the Add a New Value and Find an Existing Value fields on a search page | Alt + \ | Most used PeopleSoft PeopleTools Shortcuts |
| 18 | Displays the system information page if configured by an administrator to appear | Ctrl + J | Most used PeopleSoft PeopleTools Shortcuts |
| 19 | On a search or transaction page, displays a list of keyboard navigation hot keys and access keys | Ctrl + K | Most used PeopleSoft PeopleTools Shortcuts |
| 20 | Toggles the Main Menu drop-down menu between expand and collapse | Ctrl + Y | Most used PeopleSoft PeopleTools Shortcuts |
| 21 | Toggles the Menu pagelet between minimize and maximize | Ctrl + Y | Most used PeopleSoft PeopleTools Shortcuts |
| 22 | Moves the focus through the frame set | Ctrl + Tab | Most used PeopleSoft PeopleTools Shortcuts |
| 23 | Activates the OK button, where appropriate | Enter | Most used PeopleSoft PeopleTools Shortcuts |
| 24 | On a search page, activates the Search button | Enter | Most used PeopleSoft PeopleTools Shortcuts |
| 25 | On a look up page, activates the Lookup button | Enter | Most used PeopleSoft PeopleTools Shortcuts |
| 26 | Activates the Cancel button, where appropriate | Esc | Most used PeopleSoft PeopleTools Shortcuts |
| 27 | Accesses page bar elements, such as Help | Alt + 9 | Most used PeopleSoft PeopleTools Shortcuts |
| 28 | Toggles between Update/Display, Include History, and Correct History action modes on the toolbar on a transaction page | Alt + \ | Most used PeopleSoft PeopleTools Shortcuts |
| 29 | Accesses the menu search field if it is enabled | Ctrl + Z | Most used PeopleSoft PeopleTools Shortcuts |
| 30 | Expands the Main Menu | Ctrl + Y | Most used PeopleSoft PeopleTools Shortcuts |
| 31 | If the search field is configured to appear in the Main Menu, expands the Main Menu and moves the cursor to a search field | Ctrl + Z | Most used PeopleSoft PeopleTools Shortcuts |
| 32 | Closes all open menu items Collapses all expanded menus | Esc | Most used PeopleSoft PeopleTools Shortcuts |

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