

# PeopleSoft PeopleTools cheat sheet

## General

Alt + 1	Saves a page in a transaction.
Alt + 1	Moves to the Search or Add button on a search or look up page.
Alt + 1	Moves to the OK button on a secondary page.
Alt + 2	Returns to the search page from the transaction page.
Alt + 3	Views the next row in the list when the button is active.
Alt + 4	Views the previous row the in list when the button is active.
Alt + 5	Accesses the Look Up page.
Alt + 5	Opens the calendar prompt.
Alt + 6	Opens the pop-up window on a page.
Alt + 7	Inserts a row in a grid or scroll area.
Alt + 8	Deletes a row in a grid or scroll area.
Alt + 0	In Expert Entry mode, activates the Refresh button, which validates the data entered on the page.
Alt + .	Views the next set of rows in a grid or scroll area.
Alt + ,	Views a previous set of rows in a grid or scroll area.
Alt + /	Finds data in a grid or scroll area.
Alt + ‘	Views all rows of data in a grid, scroll area, or search page results list.
Alt + \	Toggles between the Add a New Value and Find an Existing Value fields on a search page.
Ctrl + J	Displays the system information page if configured by an administrator to appear.
Ctrl + K	On a search or transaction page, displays a list of keyboard navigation hot keys and access keys.

Ctrl + Y Toggles the Main Menu drop-down menu between expand and collapse.

Ctrl + Y Toggles the Menu pagelet between minimize and maximize.

Ctrl + Tab Moves the focus through the frame set.

Enter Activates the OK button, where appropriate.

Enter On a search page, activates the Search button.

Enter On a look up page, activates the Lookup button.

Esc Activates the Cancel button, where appropriate.

## Access keys

Alt + 9 Accesses page bar elements, such as Help..

Alt + \ Toggles between Update/Display, Include History, and Correct History action modes on the toolbar on a transaction page.

Ctrl + Z Accesses the menu search field if it is enabled.

## Navigating drop-down menus

Ctrl + Y Expands the Main Menu.

Ctrl + Z If the search field is configured to appear in the Main Menu, expands the Main Menu and moves the cursor to a search field.

Up arrow Varies based on context: In an expanded menu, moves one item upward through the list of folders and content references. When moving through the navigation path, collapses the drop-down menu item.

Down arrow Varies based on context: In an expanded menu, moves one item downward through the list of folders and content references.

When moving through the navigation path, expands the drop-down menu item.

Right arrow	Note: This functionality applies only to left-to-right languages. Varies based on context: In an expanded menu, opens a folder to the right so that subfolders or content references appear. When moving through the navigation path, accesses the next menu item to the right.
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Right arrow	Note: This functionality applies only to right-to-left languages. Varies based on context: In an expanded menu, closes the current folder and sets focus on its parent folder. When moving through the navigation path, accesses the next menu item to the right.
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Left arrow	Note: Left-to-right languages only. Varies based on context: In an expanded menu, closes the current folder and sets focus on its parent folder. When moving through the navigation path, accesses the next menu item to the left.
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Left arrow	Varies based on context: Note: Right-to-left languages only. In an expanded menu, opens a folder to the right so that subfolders or content references appear. When moving through the navigation path, accesses the next menu item to the left.
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Esc	Closes all open menu items. Collapses all expanded menus.
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Note: The drop-down menu is the default navigation type in both standard and Accessible modes.

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More information: [defkey.com/oracle-peopletools-shortcuts](https://defkey.com/oracle-peopletools-shortcuts)

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