

PeopleSoft® Quick Reference

Function Keys		+Shift	+Ctrl
F1	Invokes Help Viewer/PeopleBooks	-	Invokes PeopleBooks
F2	Moves to next panel in panel group	Moves to previous panel in panel group	-
F4	Displays list of valid values	Displays partial list of valid values	Prompts for alternate search criteria
F5	Inserts an image	-	-
F6	Moves to next panel in menu list	Moves to previous panel in menu list	-
F7	Inserts a row	Inserts a row at next higher level	-
F8	Deletes a row	-	-
F9	Moves to next row in list	Moves to previous row in list	Redisplays rows in list box
F11	Changes display content (only available in Business – Process and Worklist Navigator Displays)		

Special Keys

Tab	Moves cursor to next field
End	Moves cursor to end of field
Del	Deletes highlighted text
Home	Moves cursor to beginning of field
Spacebar	Turns on checkbox; activates pushbutton
?	Moves left and turns on radio buttons
?	Moves right and turns on radio buttons
?	Scrolls up through rows of data
?	Scrolls down through rows of data
Alt + ??	Opens and closes a drop down list
Enter	Saves if Save toolbar button is enabled
Esc	<p> Caution! This will close the panel <i>without</i> saving your work and <i>without</i> prompting you to save your work. </p>