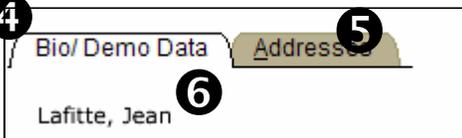


**1 Breadcrumbs** are small horizontal hyperlinks that are always present across the top of your page. The links show the path you used to get to the current page.

**2 Menus** are navigation lists that contain menu headings and hyperlinks that retrieve pages from Learning Solutions. Menus consist of *menu items* (current menu items) and *menu bar items* (previous menu items still available) that navigate to different components. Menus can only expand to three levels, with the first column collapsing to make room for the next.

The main column, or **Home**, contains a general list of functional areas. A **plus sign** indicates more levels under that heading. A **minus sign** before a listing indicates the listing is expanded.

**3** The **navigation header** is located under the top logo on the right side of the page. It remains constant, containing links to Home, Help, and Sign Out.



A **component** is a group of related pages that pertain to a specific task.

**4** You can use the **folder tabs** to navigate multiple pages in a component. You can also use the hyperlinks at the bottom of the page or a shortcut key to navigate the pages.

A **page** is a screen with fields for inputting data.

**5** A **shortcut key** is the underlined letter on each folder tab.

**Access keys** are keyboard combinations that provide quick access to specific functions.

- <ALT> + 1 = Save
- <ALT> + 2 = Return to Search
- <ALT> + 3 = Next in List
- <ALT> + 4 = Previous in List
- <ALT> + 5 = Search, Lookup, OK, or Continue
- <ALT> + 6 = Cancel
- <ALT> + 7 = Row Insert
- <ALT> + 8 = Row Delete
- <ALT> + 0 = Exit

**6 Key fields** are the first level of fields on a page.



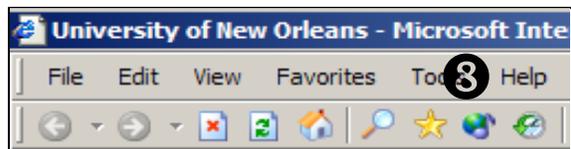
**7 Page Action Buttons** are used for navigating, searching, processing, and page action functions.

## Tips and Tricks

Here are some tips and tricks you can deploy that will make Learning Solutions easier to use.

### Logging In

User ID's and passwords are case sensitive. Be sure you use all capital letters for your User ID and the correct combination of upper and lowercase letters for your password.



### Browser Buttons

Using your browser's navigation buttons can result in the display of incorrect information. Use the breadcrumbs instead.

### Popup Blockers

Disable popup blockers while working in Learning Solutions to prevent them from interfering with your workflow.

### Window Timeouts

Periods of inactivity will result in a 'timeout' message. You must sign in again to resume work.

### Logging Out

Use the Sign Out button on the navigation header to exit Learning Solutions to properly logged off the system and maintain system security.

### Maximizing Working Space

Press the <F11> key to maximize the browser window for more space to work. Return your browser to normal by pressing <F11> again.

### Required Fields

Asterisks (\*) denote required fields. Failure to complete these fields will result in an error message.

# Introduction to PeopleSoft Learning Solutions

## Using Hot Keys

Hot keys perform an immediate action. When you press any of the key combinations below, the designated action occurs. You'll notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

Hot Key	Button or Link	Action
Alt+5		Opens lookup page. Opens the calendar prompt.
Alt+6	 	Opens the pop-up window on a page.
Alt+7		Inserts row in a grid or scroll area.
Alt+8		Deletes row in a grid or scroll area.
Alt+0		When in Expert Entry mode, validates data entered in page.
Alt+ .		Next in grid, scroll, or search page results list.
Alt+ ,		Previous in grid, scroll area, or search page results list.
Alt+ \	<a href="#">Add a New Value</a> <a href="#">Find an Existing Value</a>	Toggles between "Add a New Value" and "Find an Existing Value" in a Search page.
Alt+ /	<a href="#">Find</a>	Find data in grid or scroll area.
Alt+ '	<a href="#">View All</a>	View all rows of data in grid, scroll area or search page results list.
Enter	  	Activates the Okay button where appropriate. On a Search page, activates the search button. On a Lookup page, activates Lookup button.
Esc		Activates the cancel button where appropriate.

## Using Access Keys

Access keys move the focus of your cursor to particular push button on your page. Pressing Enter executes the command—the equivalent of clicking the button with your left mouse button. The table below outlines the shortcuts you may use in place of clicking the equivalent action button with your mouse. After pressing the desired key combination from the list below, you must then press the Enter key to execute the action. For example, to save a page you would press Alt+1 followed by the Enter key. Note that some access keys have multiple actions assigned to them, and their usage depends on the currently active page.

Access Key	Button	Action
Alt+1		Save page in a transaction. Move to Search or Add button on a Search or Prompt page. Move to OK button on an auxiliary page.
Alt+2		Return to search page from transaction page.
Alt+3		View next row in list when button is active.
Alt+4		View previous row in list when button is active.
Alt+9	<a href="#">Home&gt;</a>	Toggles between menu items in the breadcrumbs
Alt+ \	  	Toggles between action modes on the toolbar in a transaction page.

## Folder Tab Access Keys

You can also use access keys for folder tabs to help you move between pages in a component. Identify these access keys by noting the letter in the folder tab name that is underlined. For example, in the Job Data component, you can see that all the folder tabs contain access keys with which to open them. Open the Job Information page by pressing Alt+J to move your cursor to the page name in the folder tab, and then press Enter to open the page.

## Menu Navigation Access Keys

Navigating between menus can be tiresome when you have to constantly revert to the mouse. By using a combination of the menu access keys (Alt+1, Alt+2, Alt+3 and Alt+4), the tab key, and the Enter key you can reduce your dependence on the mouse.

**Alt+1, 2, 3 or 4** Moves focus across menu levels resting on the uppermost menu item for that column

**Tab key** Moves focus to the next menu item in the current column or to the top of the next column if on the last menu item

**Enter key** Opens the next menu level or the search page for the selected component

When menu navigation is the active window, you use the access keys to get to the next or previous menu level. For example, suppose you want to choose Capture Time and Labor from the second column above. You can simply press Alt+2 and then the tab key three times to transfer focus to that menu entry. You then press Enter to open the menu item. To view the Home menu again, press Alt+1+Enter. The collapsed menu section will expand.