

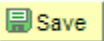
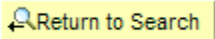
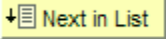
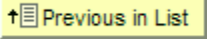
quick tips

Hot Keys



This list of hot keys applies **only** to the buttons you find within the page for which you are working and may not be relevant to all pages.

 **Note:** Continue holding the **ALT** key while depressing the second key.







Hot Keys for saving work and moving between records

Key Selection	Function
ALT + 1	 Save
ALT + 2	 Return to Search
ALT + 3	 Next in List
ALT + 4	 Previous in List
CRTL + J + J	Opens a PeopleTools info Window

Hot Key for Specific Fields and Search, Prompt/Lookup, and Secondary Pages

Key Selection	Function
ALT + 5	Lookup  and Calendar  buttons when you are on the field
ALT + 6	Cancels a pop-up calendar page

Hot Keys for the Scroll Area

Key Selection	Function
ALT + 7	 Insert a Row from where your cursor is
ALT + 8	 Delete a Row from where your cursor is
ALT + <	Previous 
ALT + >	Next 
ALT + ?	 Find hyperlink – go directly to a specific class number
ALT + ‘	 View All hyperlink – view all course data at once