



QUICK REFERENCE GUIDE FOR PEOPLESOFT KEYBOARD SHORTCUTS

[HTTP://WWW.SONOMA.EDU](http://www.sonoma.edu) →CLICK ON "FACULTY & STAFF" TO LOG IN

Peoplesoft offers certain shortcut key combinations that help you move through commands and complete specific functions without having to use the mouse. There are two types of keyboard shortcuts: Access Keys and Hot Keys. Access keys will place the focus on a certain button, but to actually activate the function you still must hit enter. They may also function as hot keys in certain screens. Hot keys will perform the function the moment they are pressed together. The keyboard shortcuts listed are common to most Peoplesoft screens. To determine shortcuts specific to each page use CTRL + K.

Shortcuts may not work in all Internet Browsers. CMS recommends Internet Explorer 5.5 or above.

Access Keys*	Function
Alt + 0	Refresh
Alt + 1	Save
Alt + 2	Return to Search
Alt + 3	Next in List
Alt + 4	Previous in List
Alt + \	Toggles between action modes on the toolbar in a transaction page. (i.e. Update/Display, Include History, Correct History)

Hot Keys	Function
Alt + 5	Opens lookup page and/or calendar
Alt + 7	Insert new row
Alt + 8	Delete row
Alt + .	Next record
Alt + ,	Previous record
CTRL + K	When in a search page or transaction page, opens a page with a list of keyboard navigation shortcuts using hot keys and access keys.

*may function as hot keys in certain screens.