

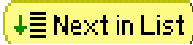










HRIS -- Hot Keys

Hot Key	Button or Link	Action
Alt + 1	 Save	Save page
Alt + 2	 Return to Search	Return to the search page
Alt + 3	 Next in List	View the next row in the search list
Alt + 4	 Previous in List	View the previous row in the search list
Alt + 5	 or 	Opens the Look Up page or Calendar prompt
Alt + 6		Opens the pop-up window on a page
Alt + 7		Inserts rows in a grid or scroll area
Alt + 8		Deletes rows in a grid or scroll area
* Alt + .		Next row in a grid or scroll area
* Alt + ,		Previous row in a grid or scroll area
* Alt + '	View All	View all rows of data in grid or scroll area

* May be used with Update/Display All or Correction Modes.

Alt + 6 ... Pop-Up Functions are not available yet.

EX: Adm Workforce > Adm Workforce (GBL) > Use > Job Data > KSU Compensation