



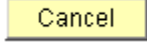
Understanding Buttons and Links

The screenshot shows a 'Work Location' page in PeopleSoft. At the top, there is a search bar with 'Find', 'First', '1 of 2', and 'Last' options. The main content area displays job details: Job Status: Terminated, Effective Date: 07/14/2000, Sequence: 1, Job Indicator: Not Applicable, Action / Reason: Data Change, ASF, Shift Change/chg addl pays. Below this, there are fields for Last Start Date, Termination Date, Position Number (45010000), Regulatory Region (USA), Company (AF), Business Unit (USBNY), Department (86060100), Location (WESTCAMPUS), and Establishment ID (001). A yellow callout bubble points to the 'Override Position Data' link, stating: 'In general, if the action is related to navigation, it appears as a link on a Peoplesoft page'. Below the main content, there is a navigation bar with links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. At the bottom, there is a toolbar with buttons: 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'. A second yellow callout bubble points to the 'Save' button, stating: 'If the action is truly an action, such as *save* or *process*, it appears as a button.'

The following is a list of possible buttons and links that you may see in PeopleSoft.

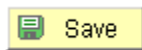
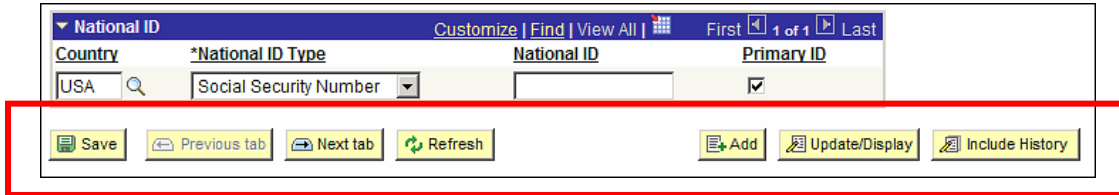
Buttons That Process Transactions

The image shows a dialog box titled "Edit Name". Inside the dialog, there is a section titled "English Name Format" with several input fields: "Prefix:" (a dropdown menu), "First Name:" (a text input field), "Last Name:" (a text input field), and "Suffix:" (a dropdown menu). Below these fields are labels for "Display Name:" (with a refresh icon) and "Formal Name:". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Refresh". A red rectangular box highlights these three buttons.

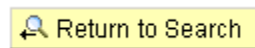
-  Click to apply the data input without returning to the main page, in case you want to perform additional searches. Usually found on a page that you open by clicking a prompt button.
-  Click to accept the data input made on an auxiliary page and return to the main page.
-  Click to clear the page and any data that you may have entered or changed without saving. **When you click Cancel, the system does not warn you to save changes.** Click Cancel if you entered data incorrectly and want to begin again.

Toolbar Buttons

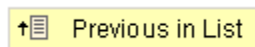
The toolbar appears at the bottom of most pages. It can include search list navigation buttons, page navigation buttons, and page action buttons; it changes depending on the type of page that is active.



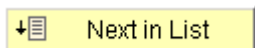
Click to save the information that you have entered on the page (group of pages) to the database. When activated, the system displays the **Saved** message in the upper-right corner of the page (sometimes it flashes by very quickly and you may miss it).



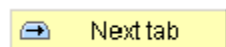
Click to return to the search page.



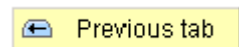
Displays the information for the previous data row in your search results (when there's more than one match in the list).



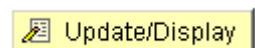
Displays the information for the next data row in your search results (when there's more than one match in the list).



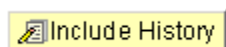
Displays the next page in the current component (group of pages).



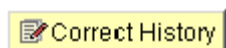
Displays the previous page in the current component (group of pages).



Click to display current and future rows of data in the database.

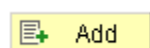


Click to display all effective dated rows of data in the database: current, future, and history.

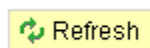


Click to display all effective-dated rows of data in the database and to update all rows, including history rows.

Note. This button is available only if you have the proper permission.









Click to add a row of data to the database for the current transaction.



Click to refresh the database, validating any data that has been entered and processing any deferred programming changes.

Pop-up Menu Buttons Next To Fields

Biographic Information	
Date of Birth:	<input type="text"/> 
Birth Country:	<input type="text"/> 

-  Click to access a new page to select among the menu items listed.
Appears if the pop-up menu contains more than one item.
-  Click to access the new transaction page directly.
Appears if the pop-up menu contains only one menu item.
-  Click to access the Lookup page displaying a list of values for this field.
-  Click to choose a date from the Calendar popup .