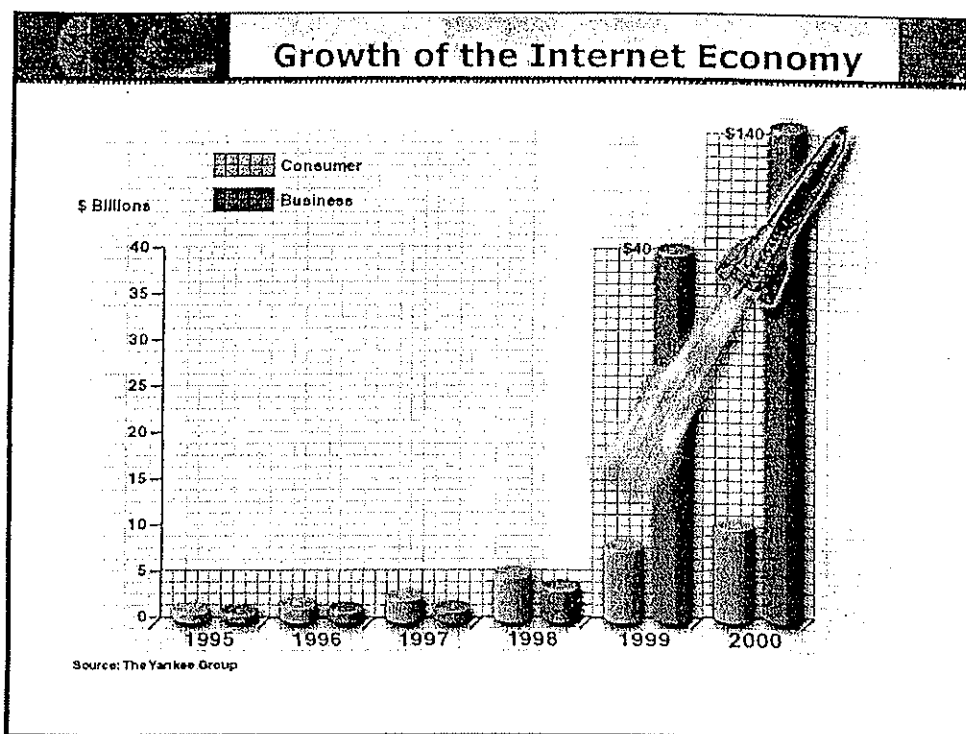# Understanding PIA Advantages

The two enterprise-wide themes of PeopleSoft 8 are:

- 100 percent Internet

- Open integration

100 Percent Internet

Growth of the Internet economy over the past few years

Internet Solutions

PIA provides:

- Universal access through a Web browser

- Enhanced self-service Web functionality

- Role-based transactions (manager, employee, and so on)

When you use PIA in day-to-day activities, you take advantage of the Internet to dramatically improve business processes.

PeopleSoft eProcurement and PeopleSoft eStore.

Understanding PIA Terminology

Navigation Header
The header area in PIA that remains static as you navigate through pages. The navigation header contains homepage links and a Sign Out button. If you are running the portal, the navigation header has Categories, Favorites, and Search features.

Navigation
A list of folders to open and access information.

Component
A group of related pages. You access components through the navigation folders. Select a tab on a component to access one of its pages.

Page
Display and data-entry screens for each part of your PeopleSoft application. Pages appear in the browser window.

Link
A link to a page within a related component (not the component you are in). Links appear within the page as blue text and are usually underlined.

Search
Tool for finding information in the portal registry.

Target Area
Area of the window where components load.

Accessing PeopleSoft Applications

Walk Thru

To access PeopleSoft 8, first launch your Web browser. In the classroom training environment, double-click the Microsoft Internet Explorer icon on your desktop or select *Start > Programs > Internet Explorer.* At your home office, your PeopleSoft homepage may look different than the generic screen below. PeopleSoft portal technology enables you to customize vibrant and informative homepages.

Navigation

- User ID: *VP1*
- Password: *VP1*
- Sign In

(Walk thru continues on the next page.)

Navigating the PeopleSoft System

Navigation includes folders and components.

Navigation

Once you have signed into PeopleSoft, you see a homepage with folder navigation and a universal navigation header. Expand and collapse folders to access data. The main level, Home, contains a list of areas you can link to in the application. There are also user-specific links (bookmarks): Change My Password, My Personalizations, and My System Profile.

PeopleSoft applications are 100 percent Internet-based. Point to the component that you want to access and a small hand appears. The hand means that the item is linked, and you can click it.

In the example below, the navigation enables you to view or create a vendor.

Navigation

- Vendors

- Vendor Setup/Maintenance
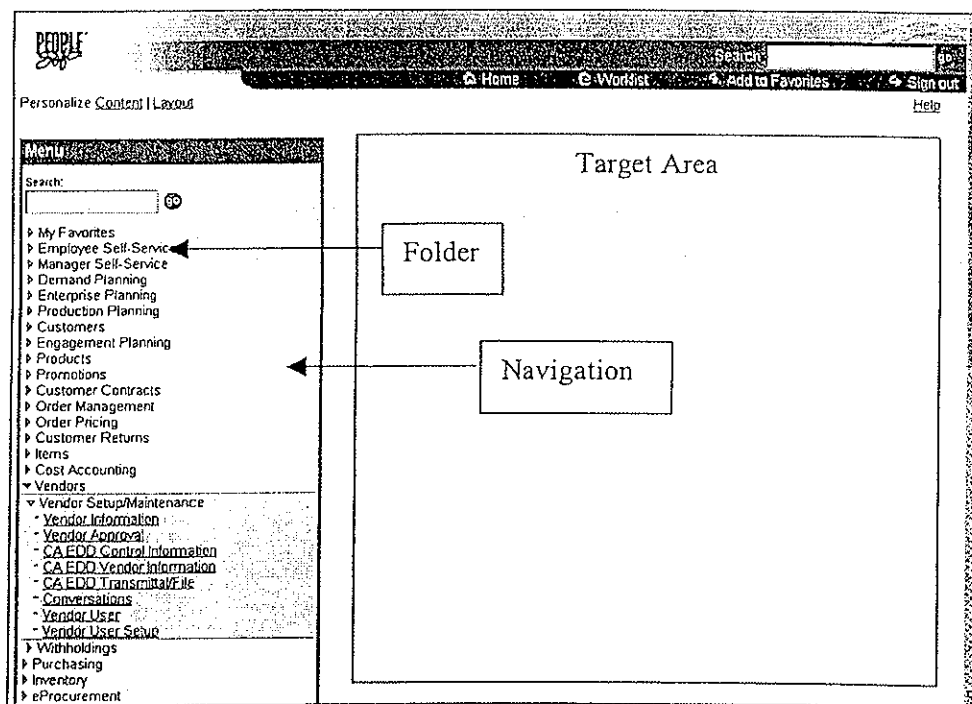
(Walk thru continues on the next page.)

Components

Use components to perform specific actions. In the continuing example below, select Vendor Information to search for a vendor or add a new one.

Navigation

• Vendor Information
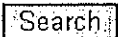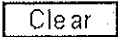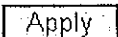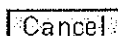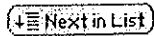
(Walk thru continues on the next page.)

Using PIA Buttons
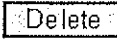
The following table describes new buttons available within PeopleSoft applications. These buttons save you time navigating throughout PeopleSoft applications.

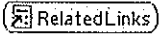| Button	Function
Search	Finds items according to the search criteria you entered.
Clear	Clears entered text from all fields on the page without saving, so that you can enter new criteria.
Apply	Usually found on a page that you opened by clicking a prompt button. Applies data input without returning you to the main page, so that you can perform additional searches.
Run	Opens the Process Scheduler Request dialog box, where you can set up control parameters for the current process.
OK	Accepts the data you entered and returns you to the page where you accessed the current page.
Cancel	Clears the page and any data that you entered or changed. The system doesn't warn you to save changes. Use Cancel if you entered data incorrectly and want to begin again.
Save	Sends the information you've entered on the page to the database. Save when you come to the end of a component. The Save command always updates the data for all pages in a component. Upon save, the system displays the Saved message in the upper-right corner of the page.
Return to Search	Returns you to the search page.
Next in List	Displays the next data row in your search results grid. This button is not available if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
Previous in List	Displays the previous data row in your search results grid. This button is not available if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.

Button	Function
Next tab	Displays the next page in the current component. If you're in the last page of the component, this button is not available.
Previous tab	Displays the previous page in the current component. If you're in the first page of the component, this button is not available.
Update/Display	Accesses existing rows of data. If data is effective-dated, displays only current and future rows.
Include History	Displays all rows of data: current, future, and history.
Correct History	Accesses existing rows of data and displays all effective-dated rows. Allows you to update all rows, including history rows.
Refresh	Appears in Expert Entry mode only. Validates the data entered in certain fields.

Using Keyboard Shortcuts

The keyboard shortcuts below can be used throughout all PeopleSoft applications.

Hot Key	Button	Function
ALT+5	🔍 📅	Open the lookup page. Opens the calendar prompt.
ALT+6	⅀ [⅀ RelatedLinks]	Opens a pop-up window on a page.
ALT+7	[+] [Add]	Inserts a row in a grid or scroll area.
ALT+8	[−] [Delete]	Deletes a row in a grid or scroll area.
ALT+0	[↻ Refresh]	When in Expert Entry mode, validates data entered in page.
ALT+.	[▶]	Moves to the next entry in a grid, scroll, or search page results list.
ALT+,	[◀]	Moves to the previous entry in a grid, scroll area, or search page results list.
ALT+\	Add a New Value Find an Existing Value	Toggles between Add a New Value and Find an Existing Value in a search page.
ALT+/	Find	Finds data in grid or scroll area.
ALT+'	View All	Displays all rows of data in grid, scroll area, or search page results list.
ENTER	[OK] [Search] [Lookup]	Activates the OK button where appropriate. On a search page, activates the Search button. On a lookup page, activates lookup button.
ESC	[Cancel]	Activates the Cancel button where appropriate.

Hot Key	Button	Function
ALT+1	(Save)	Saves a page. Becomes the Search or Add button on a search or prompt page. Becomes the OK button on some pages.
ALT+2	(Return to Search)	Returns to the search page from another page.
ALT+3	(Next in List)	Displays the next row in a list.
ALT+4	(Previous in List)	Displays the previous row in a list.
ALT+9	Home	Toggles between menu items in the navigation.
ALT+\	(Update/Display) (Include History) (Correct History)	Toggles between action modes on the toolbar in a page.

Universal Navigation Header

The universal navigation header appears at the top of every page and includes Search, Home, Worklist, Add to Favorites, and Sign Out.
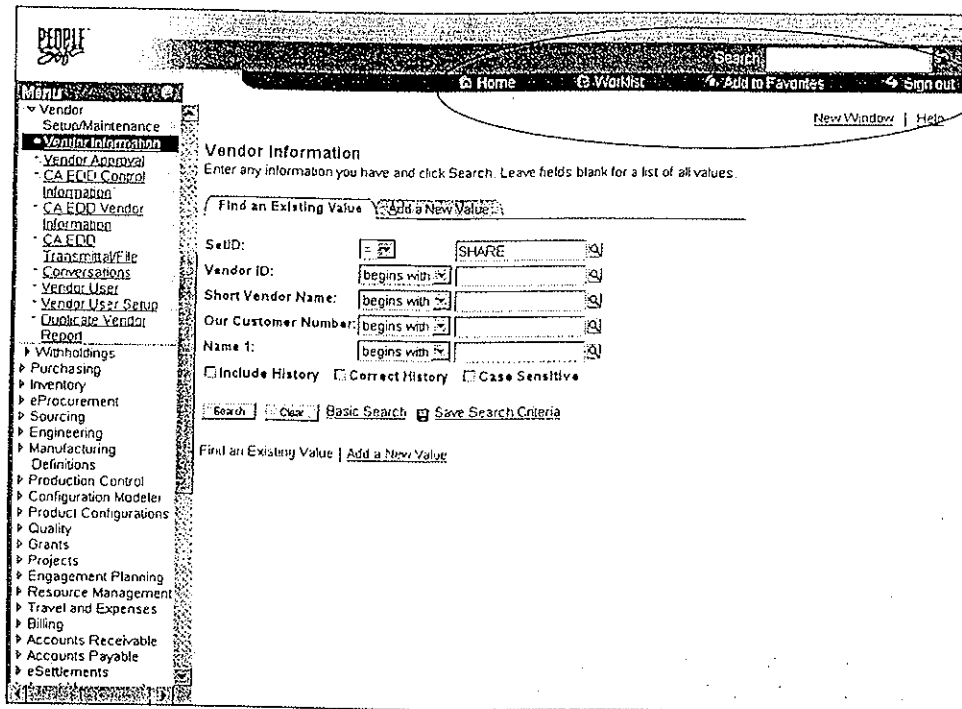
Search	Click to search for content references in the portal registry.
Home	Click to return the default homepage.
Worklist	Click to access workflow, if you have access to it.
Add to Favorites	Click to add this page to your favorites list. Favorites are similar to standard browser bookmarks for frequently used folders and pages. Once a favorite is added, it is maintained in the My Favorites folder in the left-hand navigation. Favorites are specific to your workstation, not user ID.
Sign Out	Click to terminate a user session.