

Shortcut Key Functionality in SIS Campus Solutions

The following table shows the shortcuts and descriptions found within SIS Campus Solutions.

Hot Keys	Functionality in PeopleSoft
ALT + 1	Saves a page transaction. Moves to the Search or Add button on a search or look up page. Moves the OK button on a secondary page.
ALT + 2	Returns to the search page from the transaction page.
ALT + 3	Views the next row in the list when the button is active.
ALT + 4	Views the previous row in the list when the button is active.
ALT + 5	Accesses the Look Up page. Opens the calendar prompt.
ALT + 6	Opens the pop-up window on a page.
ALT + 7	Inserts a row in a grid or scroll area.
ALT + 8	Deletes a row in a grid or scroll area.
ALT + 0	In Expert Entry mode, activates the Refresh button, which validates the data entered on the page.
ALT + .	Views the next set of rows in a grid or scroll area.
ALT + ,	Views a previous set of rows in a grid or scroll area.
ALT + /	Finds data in a grid or scroll area.
ALT + ‘	Views all rows of data in a grid, scroll area, or search page results list.
ALT + \	Toggles between the Add a New Value and Find an Existing Value fields on a search page.
SHIFT + CTRL + J	Displays system information about the current page.
SHIFT + CTRL + K	On a search or transaction page, displays a list of keyboard navigation shortcut keys and access keys.
CTRL + Y	Displays the Main Menu drop-down menu between expand and collapse from current page.
CTRL + TAB	Moves the focus through the frame set.
ENTER	Activates the OK button, where appropriate. On a search page, activates the Search button.

	On a look up page, activates the Lookup button.
ESC	Activates the Cancel button, where appropriate.

Support:

For questions or assistance, please contact SIS Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6** to reach SIS support)