With release 8.0 of PeopleSoft (PS), the PS applications are accessed through the Internet using a standard Web browser. Although functionality is similar to the previous release, navigation and searching methods have changed to accommodate Web browser conventions. This card will help you become familiar with these new navigation techniques and ease your transition to the Web release of PeopleSoft.

**Signing In…**

To sign in to PeopleSoft:

1. Open a browser window (see ‘Helpful Hints…,’ below, for browser tips).

2. Navigate to the Princeton University PeopleSoft home page:
   - View-only and reporting users should navigate to [www.princeton.edu/hrview](http://www.princeton.edu/hrview)
   - Users with update access to PeopleSoft should navigate to [www.princeton.edu/hrsa](http://www.princeton.edu/hrsa)

3. Click the Log In menu option. The PeopleSoft Sign In page is displayed.

4. Type your User ID and LDAP password (your e-mail password) in the User ID and Password fields, respectively. User IDs and passwords are case-sensitive. Your password will appear as asterisks as you type.

5. Click the Sign In button to log in to the PeopleSoft system. The home page for the PeopleSoft application is displayed.

**Helpful Hints…**

- Microsoft Internet Explorer (version 5.5 or higher) is the preferred browser for PCs; Netscape (version 4.79 or higher) is the preferred browser for the Macintosh.
- Once in the PS application, you may want to resize the browser window to best accommodate the contents of the PeopleSoft page, or press F11 to maximize the window.
- When creating navigation shortcuts (such as Favorites) to a PeopleSoft application, capture Princeton’s application home page address (as listed in Step 2 of Signing In…) not the PeopleSoft Sign In page.

**Searching for Records…**

When you select a page to open from the PeopleSoft menus, a Search page is displayed that allows you to find a record or group of records.

When creating navigation shortcuts (such as Favorites) to a PeopleSoft application, capture Princeton’s application home page address (as listed in Step 2 of Signing In…) not the PeopleSoft Sign In page.

**Narrowing the Search**

A search can return a maximum of 300 records. When more than 300 record matches are found, a message is displayed at the beginning of the Search Results. In this event, it is best that you narrow your record search by:

- Specifying additional search criteria, or
- Providing unique identifiers—values that are assigned to only one record, such as EmpIDs and CIS Catalog Numbers.

**Using Lookup to Find Field Values**

Clicking a field’s Lookup button (or pressing Alt+5 while your cursor is in that field) opens a Lookup page, from which you can choose pre-defined field values.

To use field Lookup:

1. Click the field’s Lookup button. The Lookup page is displayed.

2. Click the Lookup button to retrieve a list of all values associated with the field. You may reduce the number of values returned by entering criteria in the fields of this page before clicking Lookup.

3. Locate and select the appropriate value from the resulting list. You are then returned to the original page, and the field is populated with the data you chose.
The Basic Elements of a PeopleSoft 8.0 Page

**Pages and Tabs**
PeopleSoft data is organized into pages. Related pages are assembled into page groups that are treated as a single entity. When moving from page to page, data specific to the current individual or item (course, position, etc.) is displayed.

To display a page, choose one:
- Click the page tab.
- Press Alt + the underlined tab letter, and then the Enter key (for example, Alt+F+Enter will display the FTE Compensation page).
- Click the page link equivalent provided at the bottom of the page.

**Scrollable Areas**
The scrollable areas of a page are framed and have header bars with navigational controls similar to First 1 of 3 Last.
Click First to display the most recently entered row of data (also known as the top-of-stack record). Click Last to display the last row of data.
The Previous and Next buttons advance one record backward and forward, respectively.

**Expanding/Collapsing Sections**
A ▼ indicates a collapsible or hidden area. Click the ▼ to expand the hidden section and reveal additional information. Click the button again to collapse the section.

**View All / View 1**
View All displays all rows of data, one after the other. Use the scroll bar to scroll through data rows in this view.
View 1 displays one record at a time. In this view, use First 1 of 3 Last buttons to move through data rows.

**Display Modes**
Display modes control the type of records that display: current, future and/or history.
Click Update/Display to display current and future effective-dated rows of data.
Click Include History to retrieve all rows of data: current, future, and history rows.
A greyed button indicates the page is in that button's mode.
Press Alt+` and then the Enter key to toggle between all available display modes.

**Navigation Path**
The Navigation Path (called 'breadcrumbs' in PeopleSoft) provides a trail of the menu links used to access the current page. Click any of these links to return to that particular menu level.

**New Window**
Click the New Window link to open an additional session of PeopleSoft in a new browser window.

**Signing Out**
To sign out of the system, click the Sign Out link.

**Links to Related Pages**
Links to additional pages that relate to the current page group appear at the bottom of some pages. In the example, Employment Data, Earnings Distribution and Benefits Program Participation are links to pages related to the Job Data page group.

**Expanding/Collapsing Sections**
A ▼ indicates a collapsible or hidden area. Click the ▼ to expand the hidden section and reveal additional information. Click the button again to collapse the section.

**Note:** These Expanding/Collapsing sections do not appear in all PS applications.

**Toolbar Buttons...**
Navigation buttons are displayed at the bottom of every PS application page, and can include:
- Return to Search Alt+2 + Enter: Return to Search redisplays the Search page
- Next in List Alt+3 + Enter: Next in List displays the next data row in the search results list
- Previous in List Alt+4 + Enter: Previous in List displays the previous data row in the search results list
- Next Tab: Next Tab displays the next page in the current page group
- Previous Tab: Previous Tab displays the previous page in the current page group

**Online Help?**
Online help developed for Princeton University business applications is available at: www.princeton.edu/PSHelp
To speak to a PeopleSoft Help Desk Specialist, call 258-HELP (258-4357) and choose Option 3.
Note that the link points to generic PeopleSoft help that is not specific to Princeton business processing and is useful only to a select group of Central Office users.