










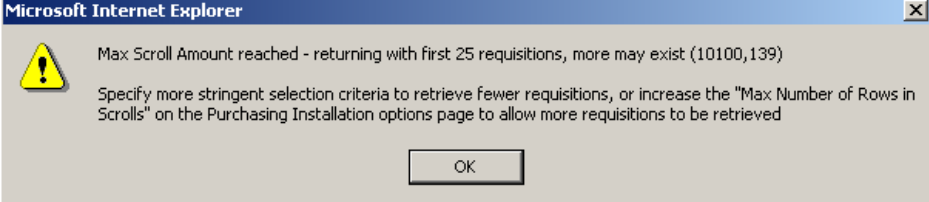


# PeopleSoft Finance 8.4 Quick Tips Guide for Links and Icons

List below is a very brief explanation of some of the links and Icons utilized in PeopleSoft Finance 8.4. Please see applicable Quick Reference Guides or Training Manuals for more detail instructions.

	<p>Click on this link to open a new window within PS Finance 8.4. You can have multiple windows open at one time.</p>
	<p>Clicking here will bring you back to the menu you see when you first log in using your Operator ID.</p>
	<p>Click here to add a menu navigation that you do frequently. You can name the favorite anything you would like.</p> <p>PRO – Saves you navigation time. Your favorites are attached to your operator ID.</p> <p>CON: If you have to call the helpdesk or speak with another user, your screen will not appear the same as the individual you are speaking with. It may take a little bit of time to figure out the navigation path of your favorite so that the person you are speaking with can assist you.</p>
	<p>Rather than “x” out of the application to log off, you can utilize this link to disconnect from PeopleSoft.</p>
	<p>Click on the  button to compress and expand the menu. By compressing or hiding your menu, you open up more real estate on your screen which may reduce the amount of right to left scrolling.</p>
	<p>Opens up Microsoft Excel and imports data as seen on your screen into MS Excel.</p>
	<p>This will allow you to see all the information available on all tabs.</p> 
	<p>Some of the pages will look like they are done, and in fact the message on the screen will indicate Done. Continue to wait, the screen will eventually come up.</p>
	<p>Provides user with a drop down list of items associated with the field or parameter to be filled in.</p>
<p><b>Error Message</b> <b>Max Scroll</b></p>	 <p>Click OK and limit your search by further limiting your selection criteria.</p>

<p><b>%</b></p>	<p>Wildcard – utilize this to help your search when you do not know the entire, exact numbers for letters when entering your search criteria.</p> <div data-bbox="500 237 1242 577" style="border: 1px solid black; padding: 5px;"> <p><b>CSU Vendor Lookup</b></p> <p><b>Search Criteria</b></p> <p><b>Name:</b> <input type="text" value="%Tab Pr"/></p> <p><b>City:</b> <input type="text"/></p> <p><b>State:</b> <input type="text"/> <input type="button" value="Q"/> <b>ShortName:</b> <input type="text"/> <input type="button" value="Q"/></p> <p><b>Country:</b> <input type="text" value="USA"/> <input type="button" value="Q"/> <b>Type:</b> <input type="text"/> <input type="button" value="Q"/></p> <p><b>Postal:</b> <input type="text"/> <b>Class:</b> <input type="text"/> <input type="button" value="Q"/></p> </div>
<p><b>Customize</b></p>	<p>This will allow you to change the order of how information on a particular page appears. The user can order columns, hide columns or add fields to the sort order.</p> <p>This only customizes the view you are in.</p> <p>It is unique to your log in and stays that way until you can it.</p> <p>To restore defaults click on <b>Restore Defaults</b> button at the bottom of the customization page.</p> <p>PRO: This can be very helpful when there is information on your view that you do not utilize or if you are only interested in a few select items and you want to see them in one page without having to scroll right and left.</p> <p>CON: You need to remember that you customized your view. If you have to call the helpdesk or speak with another user, you screen may not appear the same as the individual you are speaking with.</p>