

# Understanding Buttons and Links

The screenshot shows a 'Work Location' page in PeopleSoft. The page contains various fields for job details, such as 'Effective Date', 'Job Status', 'Position Number', and 'Location'. A yellow callout bubble points to the 'Override Position Data' button, stating: 'In general, if the action is related to navigation, it appears as a link on a Peoplesoft page'. Another yellow callout bubble points to the 'Save' button in the bottom toolbar, stating: 'If the action is truly an action, such as *save* or *process*, it appears as a button.' The toolbar also includes buttons for 'Return to Search', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'. Navigation links for 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation' are visible in the 'Job Data' section.

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

## Buttons That Process Transactions

The image shows a web form titled "Edit Name". At the top, there is a section header "English Name Format". Below this, there are several input fields: "Prefix:" with a dropdown menu, "First Name:" with a text input field, "Last Name:" with a text input field, and "Suffix:" with a dropdown menu. Below these fields, there are two rows of text: "Display Name:" with a refresh icon to its left, and "Formal Name:". At the bottom of the form, there are three buttons: "OK", "Cancel", and "Refresh". A red rectangular box highlights these three buttons.

Apply

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.

OK

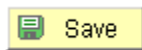
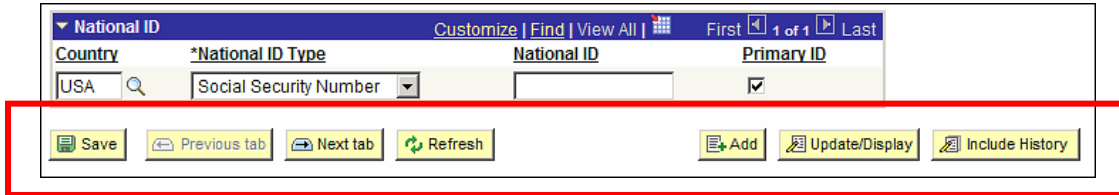
Click to accept the data input made on an auxiliary page and return to the main page.

Cancel

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.

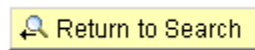
## Toolbar Buttons

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.



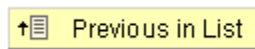
Save

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).



Return to Search

Click to return to the search page.



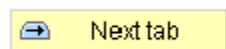
Previous in List

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



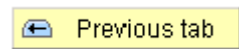
Next in List

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



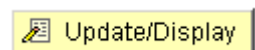
Next tab

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



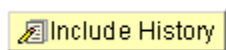
Previous tab

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



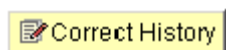
Update/Display

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



Include History

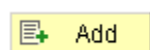
Click to display all effective dated rows of data in the database: current, future, and history.



Correct History

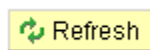
Click to display all effective-dated rows of data in the database and to update all rows, including history rows.

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



Add



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







Refresh

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 .