




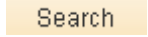










Recognizing Page Controls

| Step | Action |
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| 1. | Begin by navigating to the Volunteer Activities page. Click the Workforce Administration menu.  Workforce Administration ▶ |
| 2. | Click the Personal Information menu.  Personal Information ▶ |
| 3. | Click the Biographical menu.  Biographical ▶ |
| 4. | Click the Volunteer Activities menu.  Volunteer Activities |
| 5. | Click in the Empl ID field. |
| 6. | Enter the desired information into the Empl ID field. Enter a valid value e.g. " KA3 ". |
| 7. | When the Autocomplete function is enabled (My Personalizations), the system provides a list of Empl IDs based on the text you enter in the Empl ID field. |
| 8. | Click the KA0003 link.  |
| 9. | The system enter the selected item in the field for you. Click the Search button.  |
| 10. | Some fields on a page are required, meaning that you must enter a value in the field before you can save the page. The asterisks next to the Volunteer Organization , Start Date , and Type of Volunteer fields indicate that these are required fields. |
| 11. | An edit box with prompt button uses a Lookup button, which looks like a magnifying glass, and can be used to look up a valid value for the field. It opens a separate page that enables you to search the database for the data you need. Click the Look up button.  |



| Step | Action |
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| 12. | <p>A modal prompt is a child window that requires you to interact with it before you can return to operating the parent application. An example of this is the Look Up page.</p> <p>The Look Up page displays a list of all the valid values for the field. In this example, the page displays a list of all the volunteer organizations in the database.</p> <p>Choose the Make a Wish Foundation in the table.</p> <p>Click the Make a Wish Foundation link.</p> <p>Make a Wish Foundation</p> |
| 13. | After you select a value, the system automatically returns you to the original page and inserts the information in the field. |
| 14. | An edit box is a rectangular box into which you enter data. The number of characters you can enter is determined by the length of the database field. |
| 15. | Click in the Chapter Name field. |
| 16. | <p>For this example, you need to add the chapter name for the organization.</p> <p>Enter the desired information into the Chapter Name field. Enter a valid value e.g. "Belmont County".</p> |
| 17. | When entering information in a date field, you can use the date prompt button. Clicking the button opens a small calendar that displays the current month and day. Alternatively, you can press Alt+5 while in a date prompt field to open the calendar. You may also enter the current day's date by typing the word "today" in a date field. When you exit the field, the system converts the word "today" to the current date in correct date format. |
| 18. | Click the Choose Date button. |
| 19. | <p>For this exercise, you want to enter a start date of July 2, 2013.</p> <p>Click the Month list.</p> <p>June ▼</p> |
| 20. | Click the July list item. |
| 21. | Click the 2 list item. |
| 22. | Notice that when you selected the day, the system exited the calendar, and entered and formatted the date that you selected. |
| 23. | A list box is a field similar to an edit box, but with a down arrow within the box. Click the down arrow to display a list of values from which you can select a single option. |



| Step | Action |
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| 24. | <p>For this example, the type of volunteer work is administrative.</p> <p>Click the Type of Volunteer list.</p> <p></p> |
| 25. | <p>Click the Administrative list item.</p> <p>Administrative</p> |
| 26. | <p>A check box is a small square box that turns an option on or off. Select the box to add a check mark and the option is on. Remove the check and the option is off.</p> <p>In this example, the Is Volunteer on Leave check box option is off and you want to turn it on.</p> <p>Click the Is Volunteer on Leave option.</p> |
| 27. | <p>A radio button is a small round button that represents one option in a group of mutually exclusive options. Only one radio button in a group can be selected at one time.</p> <p>For this example, you want to change the volunteer status to full-time.</p> <p>Click the Full-time option.</p> <p></p> |
| 28. | <p>Click the Save button.</p> <p> Save</p> |
| 29. | <p>You successfully used several page controls to update a record in a PeopleSoft application. You have not yet used a long edit box.</p> <p>Navigate to the General Comments page, for example, to see a long edit box. In the navigation path at the top of the page, find the name of the desired menu and click to display the cascade.</p> <p>Click the Biographical link.</p> <p>Biographical </p> |
| 30. | <p>Click the General Comments menu.</p> <p> General Comments</p> |
| 31. | <p>A Comment is a field into which you enter lengthy custom text, such as comments. These boxes store free-form text.</p> <p>Notice that when the edit box is empty, no scroll bar appears.</p> |
| 32. | <p>When you enter more lines than can be displayed at the same time in the default size of the box, the system adds a vertical scroll bar and allows you to continue entering text. Use the scroll bar to move through the text.</p> |



| Step | Action |
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| 33. | You have successfully used data entry fields that provide you with a simple way to enter and update data in your tables. End of Procedure. |