



CCCD User Guide to PNI



**User
Services**

USER SERVICES:

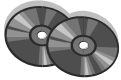
Look Ma! No Mouse in PNI

In this training, we will share PNI keyboard shortcuts. Our objectives are:

- To learn to use keyboard shortcuts in PNI.
- To understand that there are still some tasks that require use of the mouse.
- To understand how keyboard shortcuts increase work productivity.

Most software applications have more than one method of accomplishing tasks. In this class we will review optional keyboard shortcuts which may increase efficiency and reduce excessive stress on your hands and wrists.

This training guide presumes you have access to PNI.

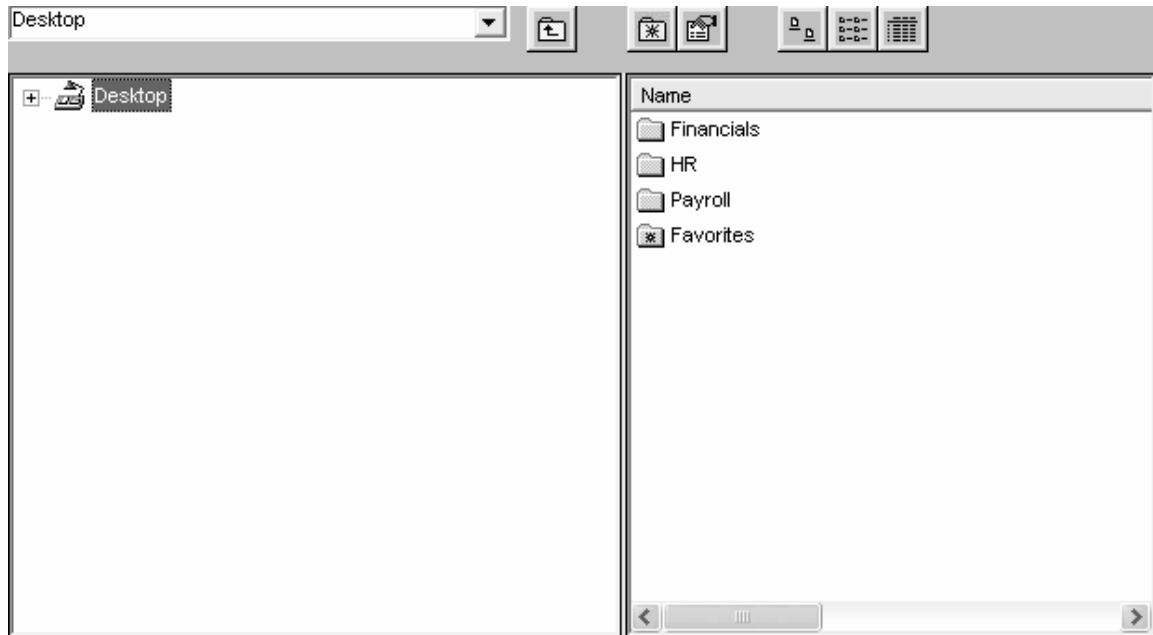


indicates this same feature will work in many computer software applications such as Microsoft Word and Adobe Photoshop.

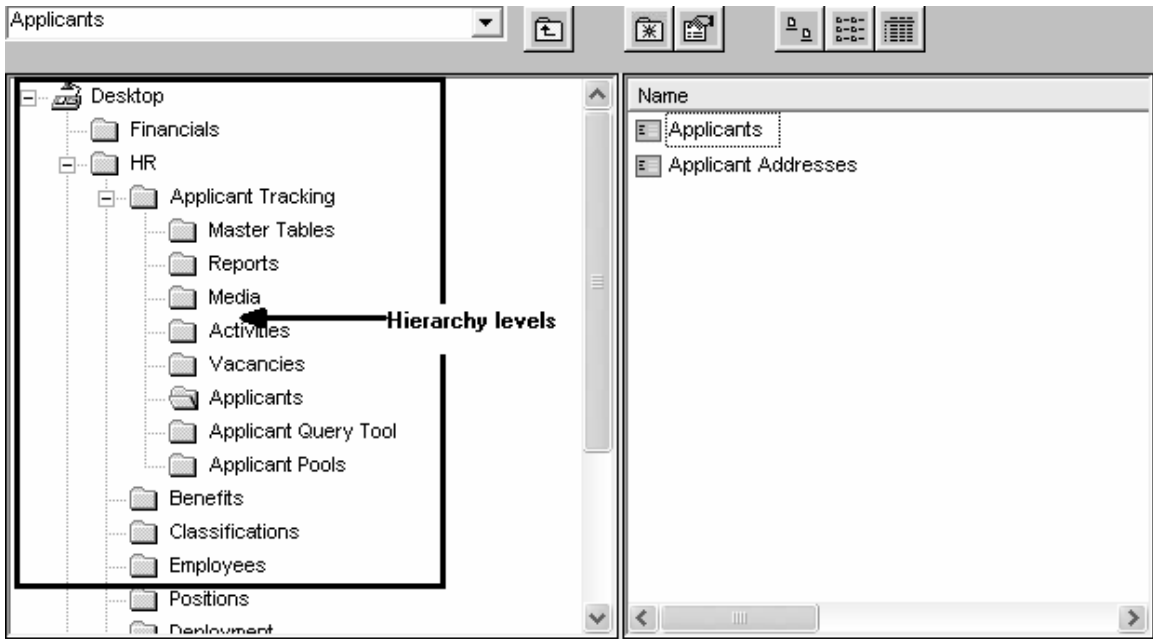
NAVIGATING PNI

Navigating the Menu Desktop

When you first launch PNI, you arrive at the MENU Desktop.

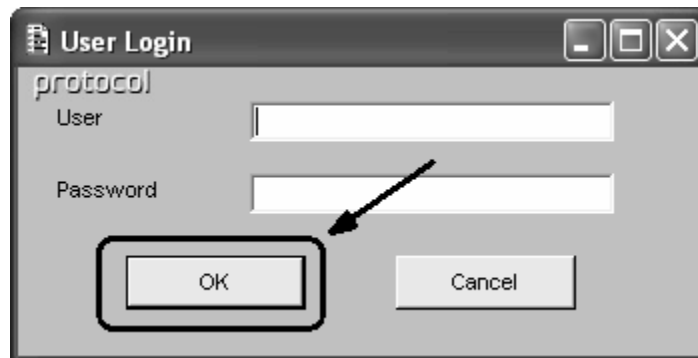


- With **Desktop** highlighted in blue, press the **(Tab)**. This will move you from the Desktop folder to the right where your modules are located.
- Use the arrow keys to move up or down.
- Once you locate the folder or module, press the **(Enter↵)** key to expand that folder or open the module.
 - Notice that when you open or expand the folder, the hierarchy appears on the left.
 - Once you find the module you need to use, press the **(Enter↵)** key.



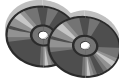
The Default Button

One of the nice features in PNI as well as any application is the Default Button. The default button is identified by having a black border around a button which indicates you can use the **Enter** key instead of using the mouse. For example, in PNI's log in box, you will see a black border around the button.



- Enter your User ID
- Press **Tab** key.
- Enter the Password.
- Press **Enter**.

The **Alt** PLUS Feature



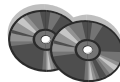
Throughout PNI, you will notice on some of the buttons, there is an Underscore or underline under a letter. This indicates you can use the **Alt** key and that corresponding letter.



In this example, if you wanted a new screen, you would do the following:

- Press and hold the **Alt** key and then N.
 - NOTE: In PNI you cannot always use **Alt** +N or any of the **Alt** PLUS functions. You can only use that combination when it is available as shown on the current screen.

The **Tab** Select Button Feature



To choose and select a button without using the mouse, you can press **Tab** until a button has a dark border around it. Then press the **Enter** key



After **Tab** is pressed, the next available button will have a border.



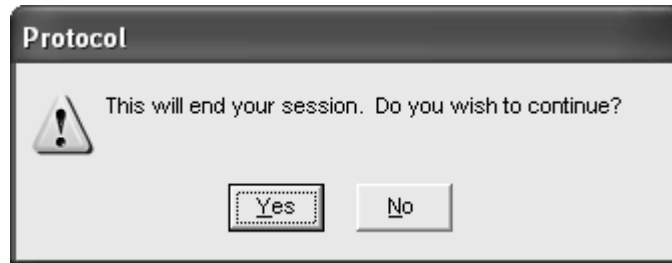
If you need to go back a button or two, simply press **Shift** + **Tab**. Once the button is selected with a dark border, press the **Enter** key.

Ok...Reverse Gears....Press the **F9** key!

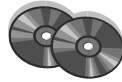
If you want to back up one screen when viewing multiple screens, you can use the traditional button (located in the upper right corner). You can also use some of the buttons such as

or or ; depending on the module you are in.

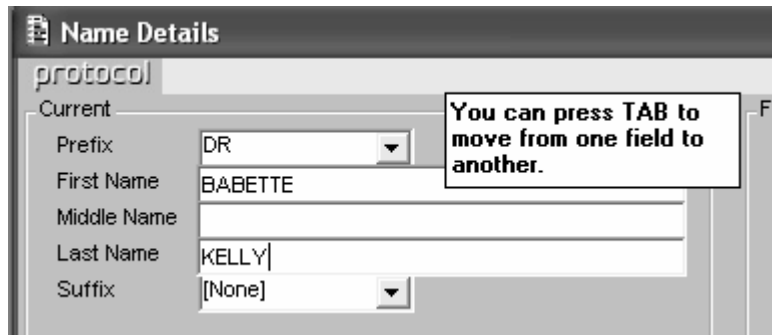
An alternative is to use the **F9** which backs you up one screen at a time. PNI will let you know if something needs to be saved. **F9** is another quick way to get out of PNI too. You can keep pressing **F9** until you get the message:



Filling Out Online Forms in PNI



Completing forms can be easy with the keyboard in most modules and in some, it is impossible. As you key in data, you can enter information and use the **Tab** key.

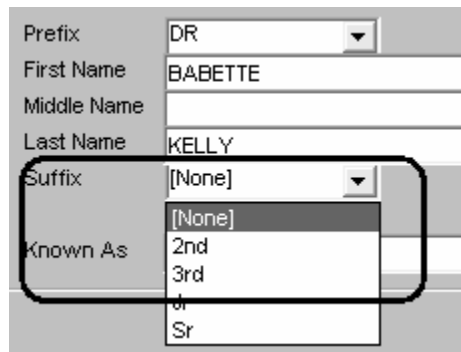


The screenshot shows a web form titled "Name Details" with a "protocol" tab. The form fields are: Prefix (DR), First Name (BABETTE), Middle Name (empty), Last Name (KELLY), and Suffix ([None]). A callout box with a black border and white background points to the form, containing the text: "You can press TAB to move from one field to another."

If you need to go back to a field, use **Shift** + **Tab**.

What about those drop down boxes???

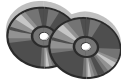
- If you **Tab** over to a drop down box and press the **↓** key, it will open the drop down menu.



The screenshot shows the same "Name Details" form, but the Suffix dropdown menu is open, displaying options: [None], 2nd, 3rd, Jr, and Sr. A black rounded rectangle highlights the dropdown menu.

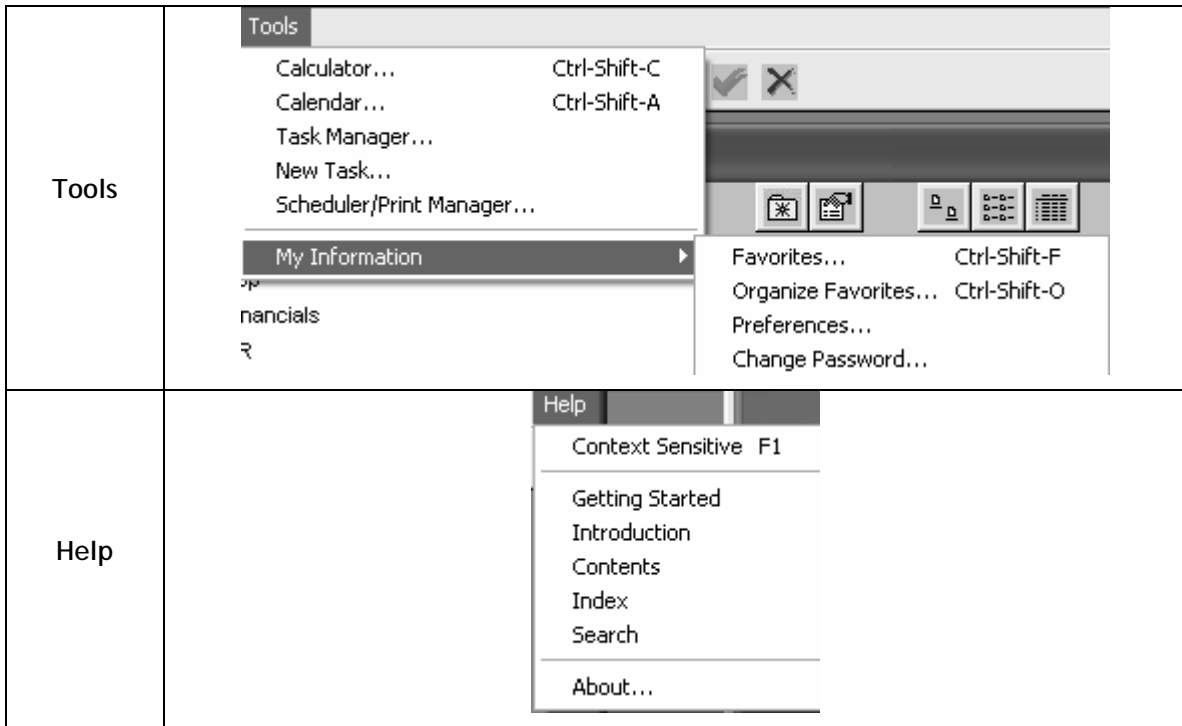
- Select the appropriate option by using the **↓** key.
- Press the **Enter** key which will place the choice in the field and close the drop down menu.

Menu Functions via Keyboard



Like any other application, you can access menu functions using certain keyboard combinations. You can find them within the menu.

File	
Edit	
View	



When using these combinations, you need to press a key such as **Ctrl**, **Alt** or combination of, hold it down, and then press the needed combination key. For example if you want to Insert a Wildcard, you need to press and hold **Ctrl** then press **F1** and PNI will perform the task.

Triggers

PNI requires certain Triggers to tell PNI to fetch information and bring it to your screen. You can use buttons on some triggers. However, you can also use shortcuts.

Retrieve	F6
GO	Tab

As you can see, there are simple and easy ways to maneuver around PNI without using the mouse. The best way to memorize them is to use the keyboard shortcuts strips which accompany this handout. Use it! Practice It! And you will be a Pro in no time.

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PNI Navigation Reference Card

MENU & TOOL BARS



MENU BAR

The menu bar in PNI contains the pull-down menus that you use to perform all kinds of routine tasks.

- FILE:** Does file-type functions, such as retrieving, adding, removing or applying data.
- EDIT:** Does routine editing functions including cut, copy, and paste. Also enables inserting of a wildcard, a search function unique in PNI. The wildcard allows you to perform a variety of data searches using specific parameters.
- VIEW:** Does "show-and-tell" actions such as displaying or hiding toolbars, displaying windows and change the appearance of the data entry field.
- TOOLS:** Allow quick access to various business tools such as calendar, calculator, task manager and print manager.

TOOL BAR

The toolbars contain the buttons that you use to get things done.

Icon	Description
	Sends the current page or window to your printer. Using this button creates a very rough copy of the window.
	Shortcut button for ZOOM
	Begins the process of saving the data, performs the same process as APPLY
	Clears the form or the field
	Retrieves the data of viewing
	Adds an additional line of information. Use of this button is not allowed in the HR Module. It has specific use for the Financial Module.
	Deletes a line of information. Use of this button is not allowed in the HR Module. It has specific use for the Financial Module.
	Retrieves a calendar
	Retrieves a calculator
	Accepts the data. Use when typing info an expanded field.
	Close the window

You can use keyboard shortcuts for menu and button functions. If you notice in the buttons and menus there are underscore (underline) of certain letters. You can use the ALT key and that letter.

BUTTONS



Buttons are used to quickly move to various sub screens and to perform basic functions. All windows in PNI contain one or more buttons. The most commonly used buttons are:

	Enables you to view a brief history of an individual employee's time worked within a position or assignment. Displays number of days entered via timecard, by fiscal year, for 160 Day reporting, or number of hours worked within an employee position.
	Enables you to view an individual employee's position and assignment history.
	Enables you to view records.
	Enables you to add new information or records.
	Enables you to correct or change data.
	Enables you to delete records and data. PNI refers to these occurrences.
	Enables you to close the window.

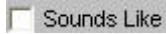
FUNCTION KEYS

Function keys provide shortcuts to defined actions or functions. Here is a list of the PNI defined function, or "F" keys:

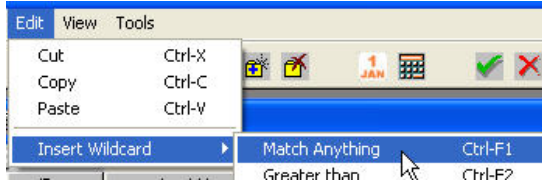
	HELP
	ZOOM
	ACCEPT
	ADD (Use in Financial Module Only)
	DELETE (Use in Financial Module Only)
	RETRIEVE
	CLEAR FIELD
	SAVE
	EXIT FORM
	PRINT

PNI UNIQUE FUNCTIONS

PNI has special functionality built into the system to assist the user in data searches. They include:



If you are unsure of the spelling of an employee's or an applicant's last name, check **Sounds Like** box at the bottom of the screen, just above the buttons. The system will retrieve all names with a similar phonetic sound.



For name search similar to PPS: (where systems reads from left to right). You can enter the first three or four letters of last name in the **Last Name** text box. Then press CTRL + F1 or from the Menu, go to Edit > Insert Wildcard > Match Anything. Make sure that Sounds Like in the bottom of the screen is not checked. Then Retrieve. Once you locate the information, choose your next action by clicking on one of the buttons.

CALENDAR



Dates can either be keyed in as "ddmmyy" format which is then converted to the correct format or may be entered using the built in calendar feature. To activate the built-in calendar feature, double click in any field that requires a date. You can also click once in the field then click the calendar icon on the toolbar. Use the forward and backward arrows to move other months and years. To select the date, click on it, then press CLOSE. To cancel the action, click on the red X in the label bar.

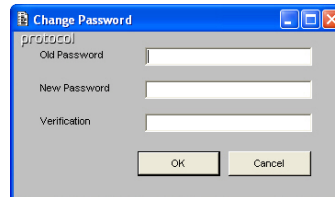
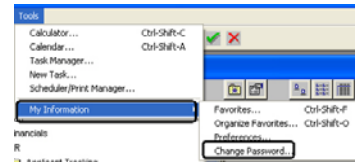
CALCULATOR



The system has a built-in calculator feature that is available in any field requiring a numeric value to be entered. To activate the built-in calculator feature, double click in any field requiring a numeric value or click on the Calculator icon on the toolbar. Click the calculator keys to enter the numbers and perform calculations. Alternatively, you can use the numeric keys on your keyboard. Select the value, then press the RETURN button. To cancel, press the OFF button on the calculator.

CHANGE PASSWORD

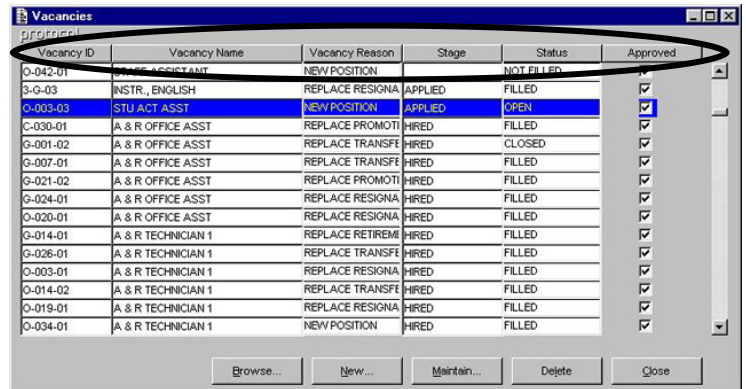
PNI allows you to change your password which you should do periodically. To do this, go to Tools > My Information > Change Password.



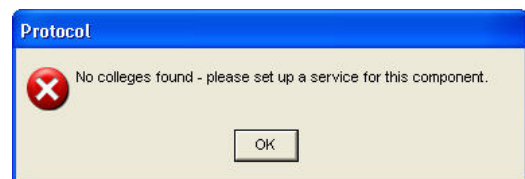
- Enter the old password DIS issued you
- Enter the New of your choice twice
- Click OK

SORT BUTTON

Sort buttons are available on most screens and work on a toggle basis alternating between sorting data in ascending and descending order. The buttons are found in the column headings and are activated by clicking with the left button. In this screen shot, the SORT BUTTONS are Vacancy ID, Vacancy Name, Vacancy Reason, Stage, Status and Approved.













ERROR MESSAGE



The system will display a message when it discovers an incorrect input. This is an example of an ERROR WINDOW.

No records match the retrieve profile.

This is an example of an ERROR LINE.

Protocol Financials	
F1	Insert Wildcard: * Hot Menu Help 
F2	Insert Wildcard: > Zoom Zoom Zoom 
F3	Insert Wildcard: < Accept 
F4	Add 
	<i>Ctrl</i> <i>Shift</i>
F5	Delete 
F6	Retrieve 
F7	Clear Form Clear Field 
F8	Save 
	<i>Ctrl</i> <i>Shift</i>
F9	Exit Form 
F10	Menu Bar
F11	Print 
F12	Duplicate Prev Detail

Tab: Next Field
Space: Click
Ctrl D: Double Click