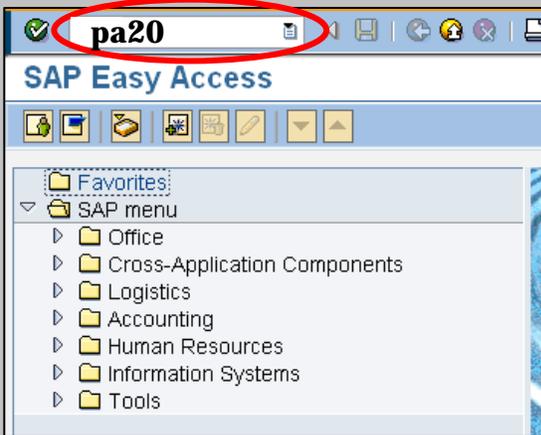
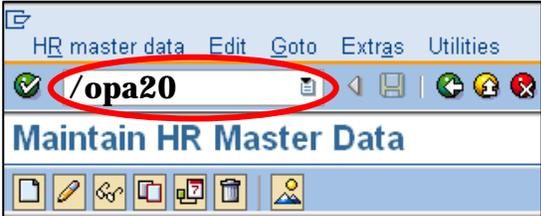
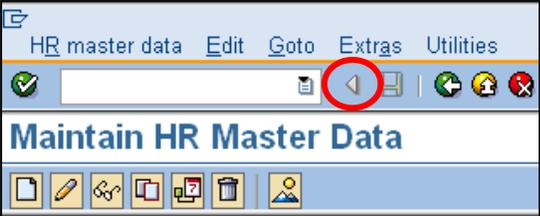


HRMS Basics Job Aid #5: Command Field Navigation

| Topic | View | Action |
|--|---|--|
| <p>Command Field</p> |  | <p>The Command field is located on the standard toolbar. Use this field to enter transaction codes.</p> <p>Note: Every HRMS transaction is assigned a transaction code.</p> |
| <p>Close Transaction/Open Transaction</p> |  | <p>Type “/n” followed by the desired transaction code in the Command field to close your current session and open a new one.</p> <p>Note: Make sure to save your changes in the original session prior to performing this search.</p> |
| <p>New Session</p> |  | <p>To keep a transaction open, while opening another session, click the New Session button . This will open another session without ending your current session.</p> |
| <p>Toggling Between Transactions</p> |  | <p>Open a new session by typing “/o” followed by the transaction code in the Command field. Using this option, you can toggle between up to six transaction sessions.</p> |

| Topic | View | Action |
|-------------------------------------|---|---|
| <p>Display Command Field</p> |  | <p>The icon arrow will point left  when the command field is displayed.</p> |
| <p>Hide Command Field</p> |  | <p>The icon arrow will point right  when the command field is not displayed.</p> |