

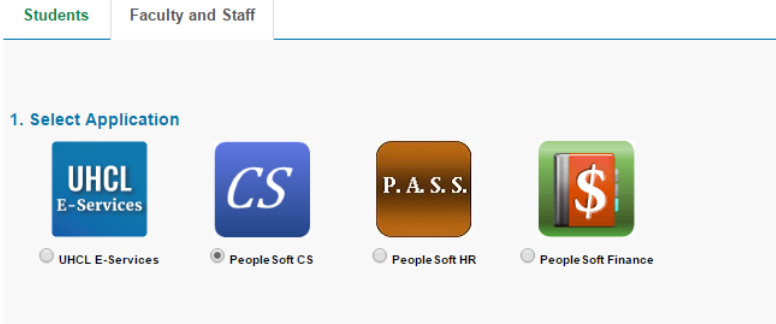
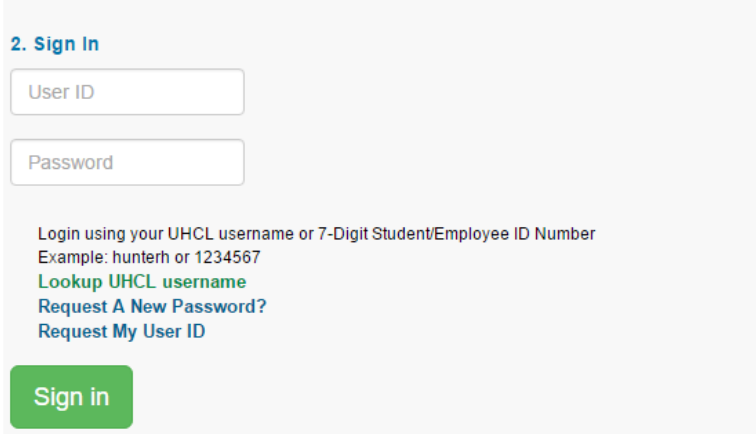

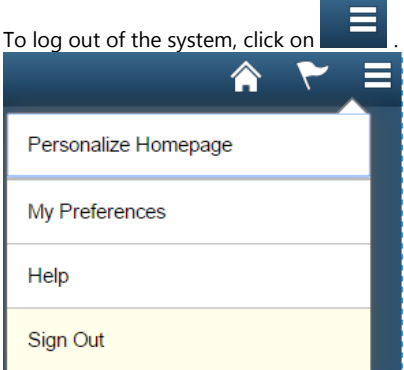


CAMPUS SOLUTIONS 9.2 BASICS

Student Administration Management
psoftmail@uhcl.edu




Accessing Campus Solutions

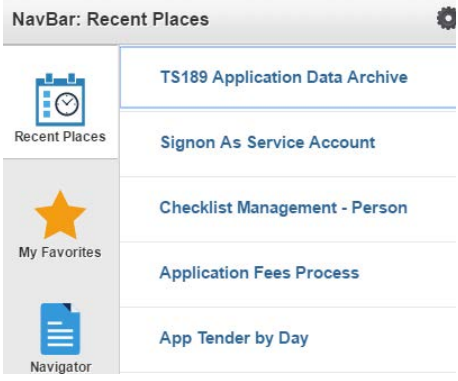
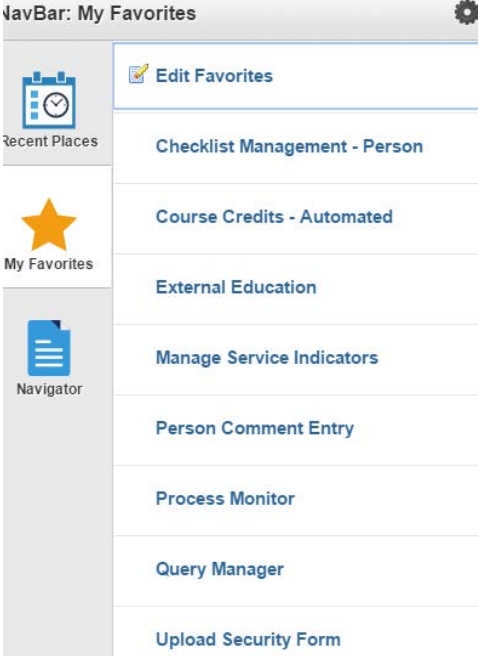
In order to access Campus Solutions(PeopleSoft), you will need to follow the following steps

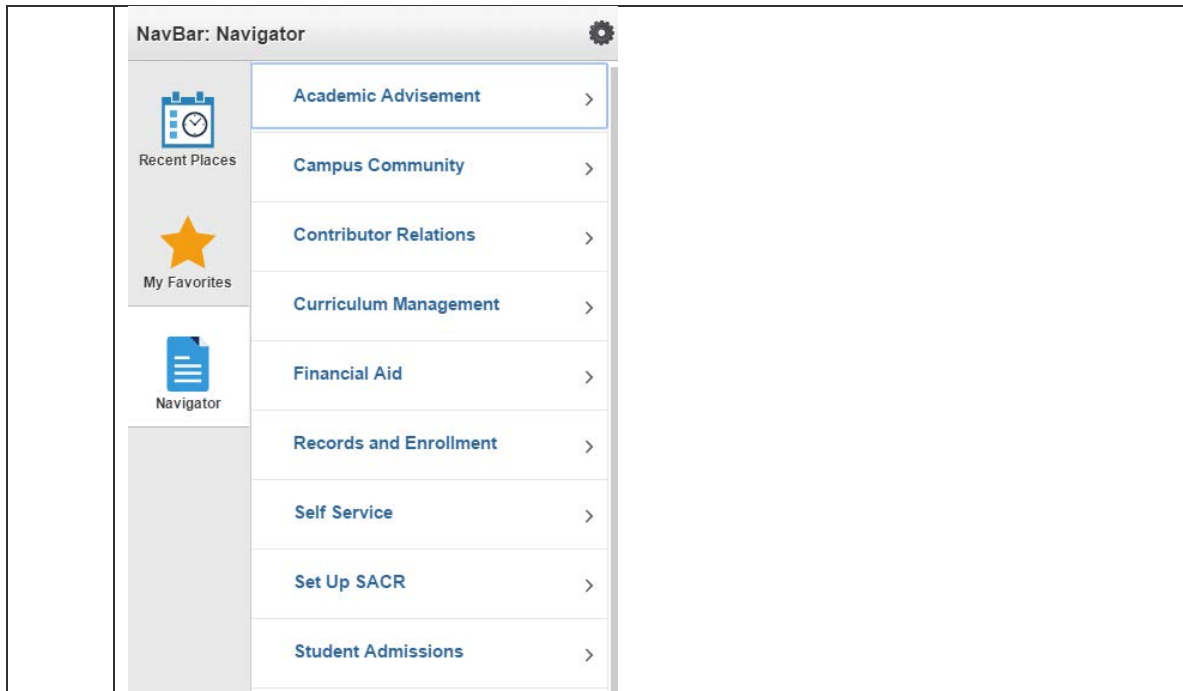
Steps	Descriptions
1.	Access E-Services by going to www.uhcl.edu/eservices
2.	<p>Click on the Faculty and Staff tab. Select the Campus Solutions Icon</p> <p>UHCL E-Services Login</p> 
3.	<p>Enter your 7 digit ID and password or you can also use your UHCL username and password. Click on Sign In</p> 
4.	You should now be signed in and begin navigating around the system.
5.	<p>To log out of the system, click on . The system will display a dropdown to select Sign out.</p> 


Navigating through 9.2 Campus Solutions

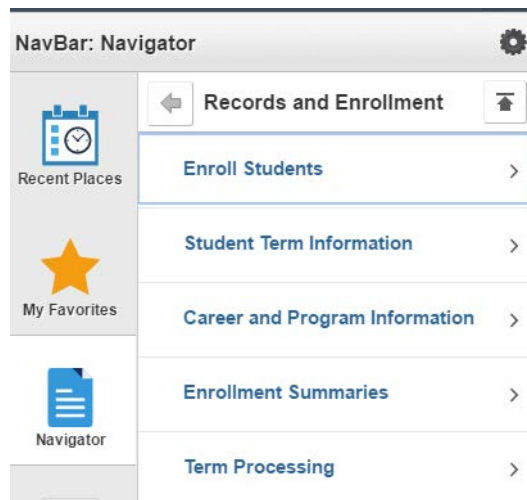
The following document will assist you in navigating through the new 9.2 Campus Solutions database.

Steps	Descriptions
6.	<p>Once you have logged into the database, you will be taken to the main Campus Solutions Administrator page.</p>  <p>The tiles shown on this page are delivered by Oracle and have the most used items grouped together for each module. You can view the items under each tile.</p>
7.	<p>To use your Favorites, click on the Navigator icon  that is on the upper right corner.</p>
8.	<p>The side bar will appear with three options: Recent Places, My Favorites, Navigator</p> 
9.	<p>Recent Places: This will show you the most recent pages you have accessed since you have signed in.</p>

	 <p>The screenshot shows a navigation bar titled "NavBar: Recent Places" with a gear icon. On the left, there are three categories: "Recent Places" (calendar icon), "My Favorites" (star icon), and "Navigator" (document icon). The main area lists four items: "TS189 Application Data Archive", "Signon As Service Account", "Checklist Management - Person", and "Application Fees Process".</p>
<p>10.</p>	<p>My Favorites: This should be where any page you have designated as a favorite will appear</p>  <p>The screenshot shows a navigation bar titled "NavBar: My Favorites" with a gear icon. On the left, there are three categories: "Recent Places" (calendar icon), "My Favorites" (star icon), and "Navigator" (document icon). The main area lists eight items: "Edit Favorites", "Checklist Management - Person", "Course Credits - Automated", "External Education", "Manage Service Indicators", "Person Comment Entry", "Process Monitor", and "Query Manager".</p>
<p>11.</p>	<p>Navigator: This is the location for traditional access to the navigations in the system that you have access to.</p>



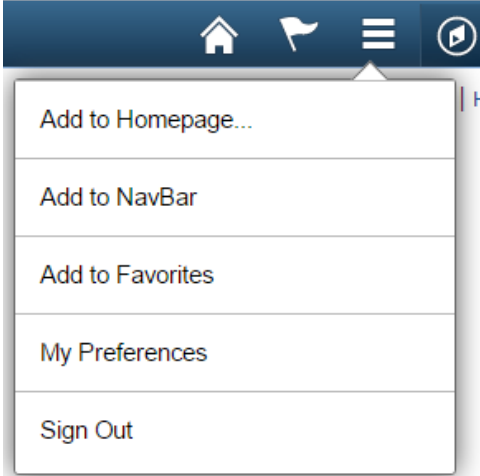


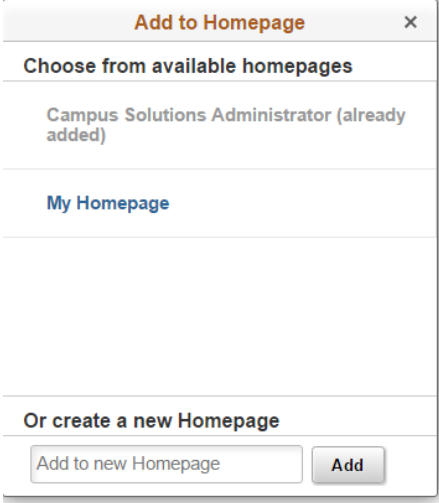

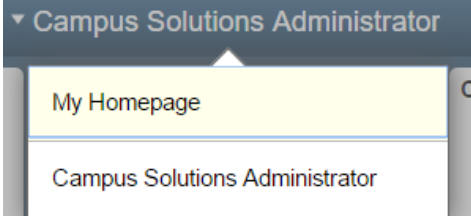


12. When navigating through the system, at any point that you would like to return to the main list of navigations, you can click on the  button that will be at the top level of your menu options

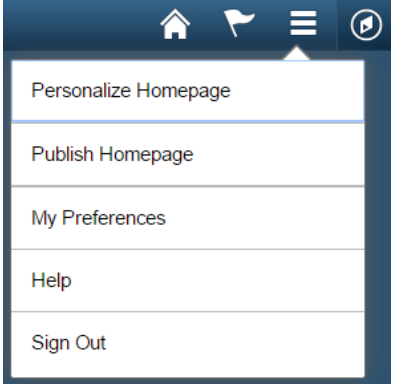
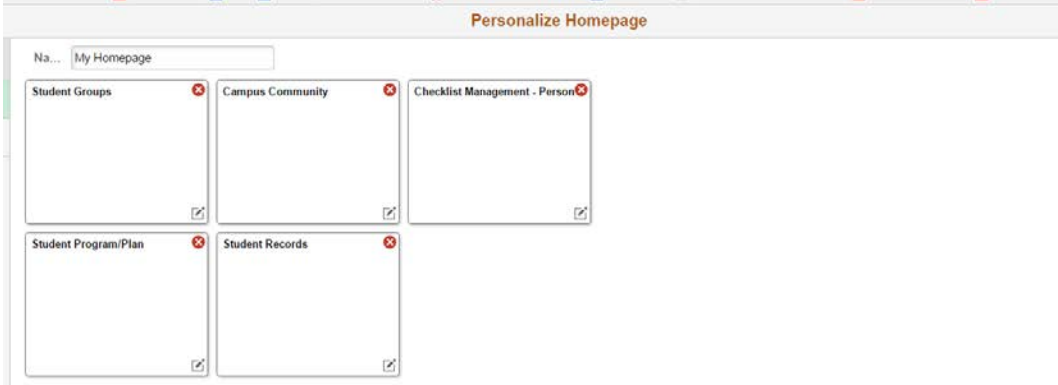



Adding Tiles to My Homepage

You can personalize your Homepage to assist you with navigating and accessing your most frequently used pages.

Steps	Descriptions
13.	<p>Once you have logged into the database, you will be taken to the main Campus Solutions Administrator page.</p> 
14.	<p>Once you navigate to a page within the system, click on the  icon and select Add to Homepage</p> 
15.	<p>You can either add it to the Campus Solutions Administrator Homepage (the default when you log in) or you can add it to My Homepage. Click Add after you select your option</p>

	
16.	<p>Click on the  button to return to the main page</p>
17.	<p>On the top of your page, click on the down arrow to select My Homepage if you just added your tile to My Homepage</p> 
18.	<p>The page you just added will appear for you to utilize</p> 
19.	<p>If you determine that you no longer need a tile on your Homepage, you can click on the  icon again and select Personalize Homepage</p>

	
20.	<p>You can delete any tiles from here by click on the red “x” and then clicking Save</p> 
21.	<p>Anytime you need to go back to the main page, you can use the Home button  to return you back to the Campus Solutions Administrator page.</p>

Using Search

After navigating through the menus to your desired procedure, the appropriate search page displays. This is the final step before you can view the actual record in Campus Solutions. Using the search helps you find the exact record you are looking for.

Advanced and Basic Search Methods

There are two types of search pages: the advanced search page and the basic search page. When you select a page to navigate to, the system will often display the advanced search page, such as the Course Catalog page shown below. The advanced search page generally offers several fields by which you may search for your record. It allows you to narrow down your search by entering in more than one type of criteria. The Course Catalog advanced search page below contains nine fields to assist in searching for the correct record.

Advanced Search

The screenshot shows the 'Course Catalog' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with several input fields: 'Academic Institution' (with a dropdown arrow and a search icon), 'Subject Area' (with a dropdown arrow and a search icon), 'Catalog Nbr' (with a 'begins with' dropdown and a search icon), 'Campus' (with a 'begins with' dropdown and a search icon), 'Course ID' (with a 'begins with' dropdown and a search icon), and 'Description' (with a 'begins with' dropdown). Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search area, there are four buttons: 'Search', 'Clear', 'Basic Search' (with a small icon), and 'Save Search Criteria'. A callout box with an arrow points to the search icons in the 'Academic Institution' and 'Subject Area' fields, containing the text 'Use Prompts to help you fill in fields.' Another callout box with an arrow points to the 'Basic Search' button, containing the text 'The Search Mode that you can SWITCH TO.' At the very bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

The Advanced search page offers a basic search option. It will appear as a link next to the search action buttons. In general, a basic search page offers just one or two fields by which you may perform your search and not a very efficient way to search for records.

Basic Search

Course Catalog

Enter any information you have and click Search. Leave fields blank for a li

Find an Existing Value Add a New Value

▼ Search Criteria

Search by: Academic Institution = 00759

Include History Correct History

Search Advanced Search


Search Criteria

You can enter a full value or a partial value for any search field, including wildcards. Based on what you enter in the dialog box, the system uses the search record to present you with a list of possible matches or, if there is only one match, the page you requested.

A search record is the list of defined search keys that help you locate data. These are the fields you are prompted for on a search page. Every transaction page or component listed in the menu columns has a search record associated with it. If you select other pages that have a common search record, such as pages within a component or an associated link, you will not be prompted to enter search criteria again. You'll be prompted for new search keys only when you select a new page outside of the component with a different search record.

Field-Level Prompts and Validation

Some edit box fields are linked to database prompt tables, which store values for shared information. They're called prompt tables because you can prompt the system to give you a list of values from which you can select the correct value. In many cases, fields are defined so that the system edits or validates the values you enter against a prompt table and ensures that the values are valid.

Fields prompting against this kind of prompt table appear as edit boxes on your screen with a prompt button to the right. When you click the prompt button  (or select [Alt]+5), a Lookup page opens, allowing you to search for the value you need. For example, to look a term when accessing Student Grades, you can click on the lookup to view the list of options.

Term = [input field] 

The Lookup Term page then opens.

Term	Description	Short Description	Term Begin Date
2090 Fall 2019		FA 2019	08/23/2019
2080 Summer 2019		SU 2019	05/16/2019
2070 Spring 2019		SP 2019	01/23/2019
2060 Fall 2018		FA 2018	08/23/2018
2050 Summer 2018		SU 2018	05/14/2018
2040 Spring 2018		SP 2018	01/16/2018
2030 Fall 2017		FA 2017	08/28/2017
2020 Summer 2017		SU 2017	05/15/2017
2010 Spring 2017		SP 2017	01/17/2017
2000 Fall 2016		FA 2016	08/22/2016

A Search Results list displays on your lookup page. When you find the term you need, click the link in the *Term* or *Description* columns and the system automatically will place the term in the Term field

Student Grades

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

▼ Search Criteria

ID begins with ▼ 0003569

Academic Career = ▼ Graduate

Academic Institution begins with ▼ 00759

Term = ▼ 1980

Wildcard Searches

You can use three different wildcard features to assist in searching for data. These wildcards can be helpful in finding the exact information you want to process. The following are the supported standard wildcard features:

Wildcard	Function
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character—don't treat the next character as a wildcard.

Include History Correct History

Page Actions

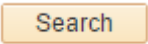
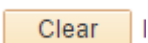
You'll notice that many search pages, both the advanced and the basic, contain the **Include History** and **Correct History** check boxes as page action options. These options are included on effective dated records. You can select what type of action you want to perform for your record before retrieving that record by selecting the appropriate check box. Or, if you are unsure, you may leave the check boxes clear. You will again have an opportunity to select the page action once you open the page you are searching for.

Page Actions	Function
Include History	Accesses all rows of an existing effective dated record. History, Current, and Future rows will be displayed in chronological order.
Correct History	Accesses all rows of an existing effective-dated record. Current and historical rows can be modified using this page action. Note: This option is based on your security.

Search Page Buttons

The following search related buttons are located on Search Pages:

Button	Function
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	Processes the search once you have entered search criteria in the key fields above the Search button.
	Clears entered text from all fields on the page (without saving) so you can enter new criteria.

Search Results

There are two possible results after running a search:

1. You go directly to the desired record if your search criteria exactly matched a specific record.
2. A **Search Results List** displays at the bottom of the search page with records that match your search criteria. To access a specific record, click any of the underlined links in the Search Results grid row for that record.

Note. The Search Results for the advanced search will contain a link for each column entry, while the Basic search page results will only display the first column as a link.

Note: The search function can retrieve up to 300 entries from the database. Use your browser's scroll bar to view all listings on the current page. If the list is subdivided, click the right-pointing arrow above the grid to view the next set of listings.

Search Results

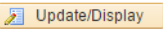

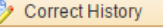
View All				
ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr
0003569	Graduate	1	BPAGR	UHCL
0003569	Graduate	0	NDGGR	UHCL
0003569	Undergrad	1	HSHUG	UHCL
0003569	Undergrad	0	SOEUG	UHCL

Tip: If your search retrieves more than the maximum 300 listings, you should then attempt to narrow your search in another way if you are not able to retrieve the data you need on your first attempt.

Using Page Actions to View Data

The page action buttons are located at the bottom right of each page on which they are applicable. A grayed out button indicates the page is currently in that mode.

The types of actions you can perform on rows of data depend on the data row type. When you retrieve, modify, or insert rows in a table, the Update/Display, Include History, and Correct History actions apply specific rules based on the effective date. The action type that you select will dictate whether you can access certain fields and what you can do with each type of row.

Action Button	View	Change	Insert New Rows
 Update/Display Update/Display	Current, Future	Future only	Effective date greater than or equal to current row.
 Include History Include History	History, Current, Future	Future only	Effective date greater than or equal to current row.
 Correct History Correction	History, Current, Future	All existing rows	No effective date restrictions.

Note: Sometimes these actions appear as check boxes on the search page.

Effective Dates

Effective-dating logic enables UHCL to maintain accurate historical information. Effective dating allows storage of historical data, viewing of changes in data over time, and entry of future data. For example, you may want to track several events in the career of a student, such as when they applied, was accepted, and graduated. By inserting rows of data based on the student's ID, you can build their history. (See "Add a Row" section for how-to steps.)

When you enter new information that is related to existing data, you don't want to lose or overwrite the data already stored in the database. **To retain history, you add a data row identified by the date when the information goes into effect: the *Effective Date*.** You can use the information to look at what's happened in the past and plan for the future. UHCL categorizes effective-dated rows into the following basic types:

Effective Dating	Description
Current	The data row with the date closest to—but not greater than—the system date. Note: Only one row can be the current row.

History	Data rows that have effective dates earlier than the current data row.
Future	Data rows that have effective dates later than the system date.


Identifying Parts of Campus Solutions

It will also be helpful if you familiarize yourself with the types of page elements you will encounter on pages and how they work. We use many different types of elements to organize information on pages and to enable you to enter data.

Navigation Bar


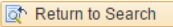
The navigation bar in Campus Solutions offers you the opportunity to navigate several different ways as well as link back to your Home menu and a Sign Out button.


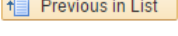
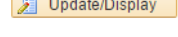
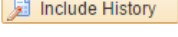
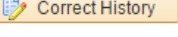
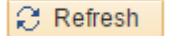


Button	Description
Home 	Takes you back to your Home menu, the first menu column.
Help	Connects you to a context sensitive help item in PeopleBooks if possible. Available on certain pages

Toolbar Buttons

At the bottom of most pages you'll find the toolbar, which changes depending on the type of page you are in. The toolbar may include search list navigation buttons, page navigation buttons, and page action buttons. The toolbar changes depending on the type of page that's active; therefore not all buttons shown below will display on every page. Likewise, some buttons may be grayed out, indicating that that action is not available to you at that time.

Button	Name	Description
	Save	Sends the information you've entered on the page to the database. You'll generally save when you come to the end of a component. The Save command always updates the data for all pages in a group. Upon save, the system briefly displays the "Saved" message in the upper right corner of the page.
	Return to Search Page	Returns you to the search page.

Button	Name	Description
	Next In List	Displays the data for the next data row in your search results grid. This button appears gray if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
	Previous in List	Displays the data for the previous data row in your search results grid. This button appears gray if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the first row in the grid.
	Update/Display	Accesses existing rows of data on the database. If data is effective-dated, displays only current and future rows.
	Include History	Displays all rows of data: current, future, and history.
	Correction	Accesses existing rows of data in the database and displays all effective-dated rows. Allows you to update all rows, including history rows. This access is limited.
	Refresh page	Forces the page displayed to reload, thereby validating that the most current information is displayed.

Working with Components and Pages

Components consist of several pages within the same window that pertain to a specific task. Usually these are related pages and need to be completed together. Components contain page tabs with each tab containing a related page. As you finish with one page, click the page tab of the next page to open it. You can think of this as leafing through several pages of a single form: if you have to enter more information than fits on a single page, you simply move to the next page to complete the process. Components are accessed from the navigation menu.

A **Page** is the individual display and data-entry screen for each part of Campus Solutions. Pages are the primary way for you to view and alter the student data. You'll use pages to view, enter, and update data. Each page display also provides features in the form of buttons or links to help you navigate through the system.

Page Tabs identify the page you are viewing and allow you to navigate through a component. The white page tab indicates that page that is being displayed.


The screenshot shows the 'Student Grades' component. At the top left is a dark blue header with the text 'Student Grades'. To its right is an arrow pointing left with the text '← Component'. Below this is a horizontal bar with two tabs: 'Student Grade Inquiry' (highlighted in white) and 'Term Statistics'. An arrow points left from the text '← Page Tabs' to the 'Term Statistics' tab. Below the tabs, the main content area displays 'Joe Richard Test' on the left and '0003569' on the right, with a red 'no' symbol. Underneath is a section titled 'Pages' with a table. The table has columns: 'Term' (SP 2017), 'Career' (Graduate), and 'Institution'. Below this is another table with columns: 'Detail', 'Class Nbr', 'Subject', 'Catalog', 'Component', 'Section', and 'Grade Input'. At the bottom of the page are four buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. Below the buttons is a breadcrumb trail: 'Student Grade Inquiry | Term Statistics' with an arrow pointing left and the text '← Page Links'.

Move Between Pages

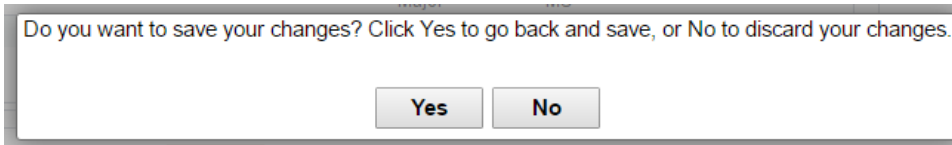
To move between pages, simply click on the tab of the page you wish to use. In addition to clicking page tabs, you can also click the page links at the bottom of each page in the component to move to the next page.

Note: All pages in a group have the same search record so the prompt in the initial search dialog box is the same regardless of which page you access first—and you won't be prompted to enter new search criteria as you move from page to page in the component.

Save Component Data Entry

Pages in a component are treated as a single entity when you try to save data. When you click  Save, data on all the pages is committed to the database. You may be prompted at this time to enter data in required fields, if the system has not prompted you to do so already.

If you click to leave a page before you save your data, the system will prompt you to save your data with the following message:



If you want to save your data, click Yes on the above message and then [SAVE] your work. If you do NOT want to save your data, click No.

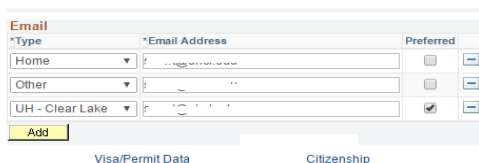
Components with Related Links

Occasionally you will see pages that, in addition to having links to other pages in the component, have links to related components or pages. You may click any one of these links to access that page or component for the record you currently have open. This convenience allows you to move easily to related transactions to enter or view data without going through the search process again.

When you click a component link, you'll notice that the new transaction contains the same component links, enabling you to return to the original transaction if desired. The component or page in which you are working appears in black text and is not underlined. Some components may identify these related links in another way. For example, you might see the button **[Go]** along with the related links at the bottom of a page. You may also see a drop-down list box with the word "...More," containing several more related transaction links.

When you have finished making changes in your component you will be prompted to save if necessary.

Related Link Samples:



*Type	*Email Address	Preferred
Home		<input type="checkbox"/>
Other		<input type="checkbox"/>
UH - Clear Lake		<input checked="" type="checkbox"/>

Visa/Permit Data Citizenship



Transfer To:

Opening a New Window

At the top of all Pages you will notice the [New Window](#) link. Clicking this link will open a new browser window, or child window, showing the menu navigation to your current position. From this point you can open a new transaction to view or enter new data.

Tips for Using New Window

There are certain rules of thumb to keep in mind when using the [New Window](#) feature:










- Before opening a new window, **save any changes** made in the current window. If the session times out while you are working in a new window, you may lose any unsaved changes.
- After a certain length of inactivity in one of your child windows (30 minutes), your new window session will timeout or expire. This does not invalidate your other, current window but simply means this expired window is no longer useable. Any unsaved changes will be lost.

Identifying Types of Data Entry Fields

On pages, you'll see several types of data-entry fields, each designed to offer different ways to enter and maintain information. The different kinds of data-entry fields serve a common purpose—to provide you with a simple way to enter and update data in your tables. You'll type data directly into some fields, such as edit boxes and long edit boxes. Other data-entry fields (such as radio buttons and drop-down list boxes) present you with a list of choices. Understanding how to use each type of data-entry element will help you use the system more efficiently.

Types of Data-Entry Fields

Data-entry elements, which are always associated with specific database fields, include the following:


Field Type	Description
Check Box 	Small, square box that enables or disables an option. Typically, you <i>select</i> the check box by clicking within it  ; this adds a check mark and the option becomes enabled. Click it again to <i>clear</i> the check box  and the option is disabled. The spacebar can also be used to check and uncheck.
Drop-Down List Box 	Rectangular box similar to an edit box with a down arrow prompt button within the box. Clicking the prompt button expands the box to display a list of valid values from which you can select a single option. Typing the first character of a value will jump you to an item that starts with that character; Press again to jump to the next value in the list.
Edit Box 	Rectangular box into which you enter data. The size of the edit box—the number of characters you can enter—is determined by the length of the database field. Edit boxes for fields with prompt tables have a magnifying glass prompt button to the right.
Grid	Entry fields arranged like a spreadsheet with a navigation bar or footer and  (Add) and/or  (Delete) buttons for each row.
Long Edit Box 	Long rectangular box into which you enter long free form text items such as comments.
Radio Button 	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 (by clicking it). The spacebar can also be used to select and unselect.


Required Fields *

An *asterisk in front of a data-entry field on a page indicates a required field. A required field means you must enter data into that field if you want to continue on to the next field or to save the page. In some cases, you may not be informed of a required field until you attempt to save or leave the page.

If you save the page before entering data, the field will turn red and an error message dialog will display on your page. Click [OK] on the error message and enter the correct data in that field. Required fields are often drop-down lists or are accompanied by a prompt button to assist you in entering the correct data. Make use of these prompts to help you find the correct data.

Examples of Required Fields (note the * before each field):

*Admit Term  FA 2002

*Academic Program  NASGR

Data Navigation

Tab Between Fields

To move among the data-entry fields on a page, press the [Tab] key or click once on the field. The [Tab] key moves you one field at a time in a sequence determined in the page definition. To get to the next field press the [Tab] key again. **[Shift]+[Tab]** moves you back a field rather than forward.

Grids & Scroll Areas

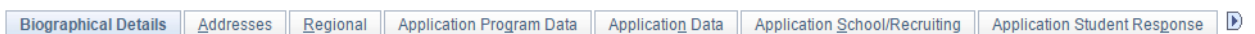
On some pages, you may want some of the fields to repeat so that you can enter multiple rows or occurrences of data. For this purpose, we use grids and scroll areas on a page. Grids and scroll areas give you the ability to add, edit, and view multiple occurrences of data for a group of fields on one page. Each time you add a new row, you are actually adding a new row of data to the database.

Grid controls resemble and behave like an embedded spreadsheet with column headings, rows, and cells. The cells are generally equivalent to regular edit boxes and allow you to enter data as if you were in a spreadsheet program. Or, you might see a grid that contains a drop-down list box, check box, image, link, or button, in addition to edit boxes. Also, the cells may sometimes contain display-only information.


When you add a new row, it is placed below the row in which you are clicking Add button



Tabbed Grids



Tabbed grids provide a means of viewing multiple columns of information without having to scroll to the right to view them. By clicking the tabs, you can view the remaining

columns of data for your grid. Alternatively, some grids may have a view next button  to the right of the tabs that enables you to view the remaining pages in that component.

Scroll Areas

A scroll area behaves like a grid, in that each occurrence represents one row of data in the database. You'll notice, however, that within a scroll area the fields are randomly arranged rather than setup like a spreadsheet.

A scroll area looks like a group box with navigation tools in the navigation header. **It does not actually contain a scroll bar that you would use to scroll up and down between the various rows.** Instead, you use the buttons and links in the area's header to help you "scroll" through the data rows (e.g. View All, First, Last, Next, Previous).

The screenshot shows a 'Program Data' form with the following fields and controls:

- Navigation: Find | View All | First | 1 of 1 | Last
- Program Number: 0
- *Effective Date: 04/24/2002
- *Admit Term: 1580 (FA 2002)
- Effective Sequence: 1
- *Academic Program: NASGR
- Expected Graduation Term: [empty]
- *Academic Load: Full-Time
- *Campus: UHCL
- Joint Program:

Data Grid Navigation

Find | View All | First | 1 of 6 | Last

Grids and scroll areas contain the same type of navigation structure. Instead of a traditional scroll bar to scroll through the rows of data, we use navigation buttons and links. The table below shows the action options and their function. You will find these buttons or links in the navigation header, within the row itself, or to the right of the tabs in a tabbed grid as appropriate.

Button or Link	Function
or	Inserts a new row.
	Deletes the current row of data.
	In tabbed grid only, expands grid columns to the right so tabs are no longer needed.
	In tabbed grid only, expanded grid is returned to tabbed state.
Find	Enables you to find a specific row of data.
View All	Displays all rows of data on a page. When this feature is enabled, the link changes to read <u>View 1</u> so that you can return to the original setting.
First	Takes you to the first row of data.
	Displays the previous row.
	Displays the next row of data.

Last	Takes you to the last row of data.
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


Reference the 'Using Keyboard Shortcuts' section to find keyboard shortcuts that you can use for some of the above buttons and links.

Keyboard Shortcuts

Working in an Internet browser-based environment can often be very mouse intensive. There are many keyboard navigation alternatives to using the mouse in the browser. We call these Keyboard Shortcuts.

Keyboard Shortcut keys perform an immediate action. When you press any of the key combinations below, the designated action occurs.

Note: You'll notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

Shortcut Key	Button or Link	Action
[Alt]+5	 	Opens lookup page. Opens the calendar prompt.
[Alt]+7		Inserts one or more rows in a grid or scroll area.
[Alt]+8		Deletes row in a grid or scroll area.
[Alt]+ .		Next in grid, scroll, or search page results list.
[Alt]+ ,		Previous in grid, scroll area, or search page results list.

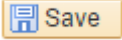
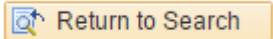
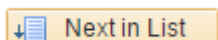
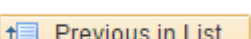
Shortcut Access Keys

Access keys move the focus of your cursor to a particular push button on your page.

Pressing [Enter] executes the command—the equivalent of clicking the button with your normal select mouse button.

The table below outlines the shortcuts you may use in place of clicking the equivalent action button with your mouse. **After pressing the desired key combination from the list below, you must then press the [Enter] key to execute the action.** For example, to save a page you would press Alt+1.

Note: Some access keys have multiple actions assigned to them, and their usage depends on the currently active page.

Shortcut Access Key	Button or Link	Action
[Alt]+1	 Save	Save page in a transaction.
[Alt]+2	 Return to Search	Return to search page from transaction page.
[Alt]+3	 Next in List	View next row in list when button is active.
[Alt]+4	 Previous in List	View previous row in list when button is active.

Move between Page Tabs

There are three options to move between page tabs within a component:

1. Click on the tab of the page you wish to view.
2. Click the page links at the bottom of each page in the component to move to another page.
3. Press the corresponding page tab access keys. Press [Alt] and the underlined character on the tab you want to switch to and then press [Enter]. (e.g. [Alt]+[A] and then [Enter])

Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr 000000000 Request Date 03/03/2017 User ID 0001841

Request Attributes

*Institution UH-Clear Lake
*Transcript Type Unofficial Transcript
 Freeze Record
 Override Service Indicator

Number of Copies
Future Release
Academic Career
Term
Print Date
Request Reason
 Cancel Request

Transcript Request Header | **Transcript Request Detail** | Report Messages



Adding and Deleting Rows

Add a Row

When entering data, it is necessary to add rows to input additional information into the system. Adding rows allows you to include more information in one record, such as recording additional service indicators. Adding rows is also useful because it allows you to build a historical record of events.


Using rows of data allows you to add additional sets of information to a record without having to overwrite the original information entered. Rows can have dates associated with them; however, dates are not always required. Dated rows are used whenever it is necessary to keep historical records of all the information entered into the system.

To add a new row entry:

Step	Action
1.	Click the Add button  in the area you want to add a new row.
2.	Enter the needed information.
3.	Click  .



! Warning !: If you forget to insert a new row, any data you enter will overwrite the existing data in that row. The system does not prompt you to insert a row; it assumes that you want to type over existing information. However, the changes you make will not take effect until you save the page. If you exit the page without saving, the data you accidentally typed over will remain intact.

Delete a Row

You can delete rows of data by clicking the  button. By deleting a row you are permanently deleting this line item from the record.

Note: In many areas on campus, it is important NOT to ever delete rows of data. The history is very important to keep. Verify that deleting a row is acceptable in your process.


To delete a row:

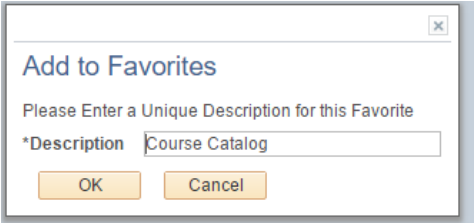
Step	Action
1.	Select the row you want to delete by clicking a field in the row you want to delete.
2.	Click the Delete button 
3.	Click [OK].
4.	Click  Save.

Tip: If you have not saved the information yet, you can retrieve the row just deleted by clicking the Back button in your browser or close the transaction without saving your changes. Any other changes you made to the page will not be saved.

My Favorites

You can create a Favorites list within the system to allow you to easy access pages that are used frequently, to add a favorite:

Step	Action
1.	Navigate to the page you are wanting to add to your list of favorites
2.	Click on the "hamburger" icon 
3.	Click on Add To Favorites from the list of options.
4.	The system will show a dialog box and allow you to change the description if you need

	
5.	Click OK.
6.	The page will appear on your My Favorites list

Browser Settings and Printing Guidelines

Windows Operating Systems	Mac Operating Systems
<ul style="list-style-type: none"> ○ Disable Pop-up Blockers 	<ul style="list-style-type: none"> ○ Disable Pop-up Blockers
<p>Internet Explorer Settings</p> <ul style="list-style-type: none"> ○ Clear Browser Cache <i>Click Tools>Internet Options>General Tab</i> Under Browsing History, click Delete Deselect the <i>Preserve Favorites website data</i> checkbox <i>Click Delete>OK</i> ○ Under Advanced tab, scroll to Security header and deselect <i>Do Not save encrypted pages to disk</i> <p>Note: If Pop-up blockers are enabled add my.uh.edu to the Exceptions/Allowed Sites <i>Click Tools>Internet Options>Privacy Tab>Settings</i> button. Click <i>Close>OK</i></p> <p>Internet Explorer Printing (use when Print button/link does not appear)</p> <ol style="list-style-type: none"> 1. From the Edit Menu, click <i>Select All</i> 2. From the File Menu, click <i>Print Preview</i> 3. Change As laid out on screen option to <i>As Selected on screen</i> 4. Change Shrink to fit to <i>100%</i> 5. Click Print icon. <p>Mozilla Firefox Settings</p> <ul style="list-style-type: none"> ○ Clear Browser Cache <i>Click Tools>Clear Recent History</i> Under Time range to clear, select <i>Everything</i> Select the <i>Cookies and Cache</i> checkboxes Click <i>Clear Now</i> <p>Note: If Pop-up blockers are enabled add my.uh.edu to the Exceptions <i>Click Tools>Options>Content Tab>Exceptions</i> button. Click <i>OK</i></p> <p>Mozilla Firefox Printing (use when Print button/link does not appear)</p>	<p>Safari Settings</p> <ul style="list-style-type: none"> ○ Clear Browser Cache <i>Click Safari>Empty Cache>Empty</i> <p>Safari Printing (use when Print button/link does not appear)</p> <ol style="list-style-type: none"> 1. In order for the entire form to print, click on the form to activate it. 2. From the File Menu, click <i>Print</i>. 3. Change Scale % from 100 to 150 4. Change Safari to <i>Paper Handling</i> 5. From Pages to Print, Select <i>Odd Only</i> 6. Click <i>Print</i>. <p>Mozilla Firefox Settings</p> <ul style="list-style-type: none"> ○ Clear Browser Cache <i>Click Tools>Clear Recent History</i> Under Time range to clear, select <i>Everything</i> Select the <i>Cookies and Cache</i> checkboxes Click <i>Clear Now</i> <p>Note: If Pop-up blockers are enabled add my.uh.edu to the Exceptions <i>Click Tools>Options>Content Tab>Exceptions</i> button. Click <i>OK</i></p> <p>Mozilla Firefox Printing (use when Print button/link does not appear)</p> <ol style="list-style-type: none"> 5. From the Edit Menu, click <i>Select All</i> 6. From the File Menu, click <i>Print</i> 7. Under Print range, click the <i>Selection</i> radio button 8. Click <i>OK</i> <p>The following browsers are supported for PeopleSoft (E-Services, PASS, Finance and HR and Campus Solutions)</p> <ul style="list-style-type: none"> • Chrome 50 and up
<p>Mozilla Firefox Printing (use when Print button/link does not appear)</p>	

1. From the Edit Menu, click *Select All*
2. From the File Menu, click *Print*
3. Under Print range, click the *Selection* radio button
4. Click *OK*

- Internet Explorer 11 and up
- Microsoft Edge 21 and up
- Mozilla Firefox 52 and up (ESR version only)
- Mac OS 9 and up