



PEOPLESOFT NAVIGATION TIPS & TRICKS

CS 5011
November 6, 2017

PRESENTERS

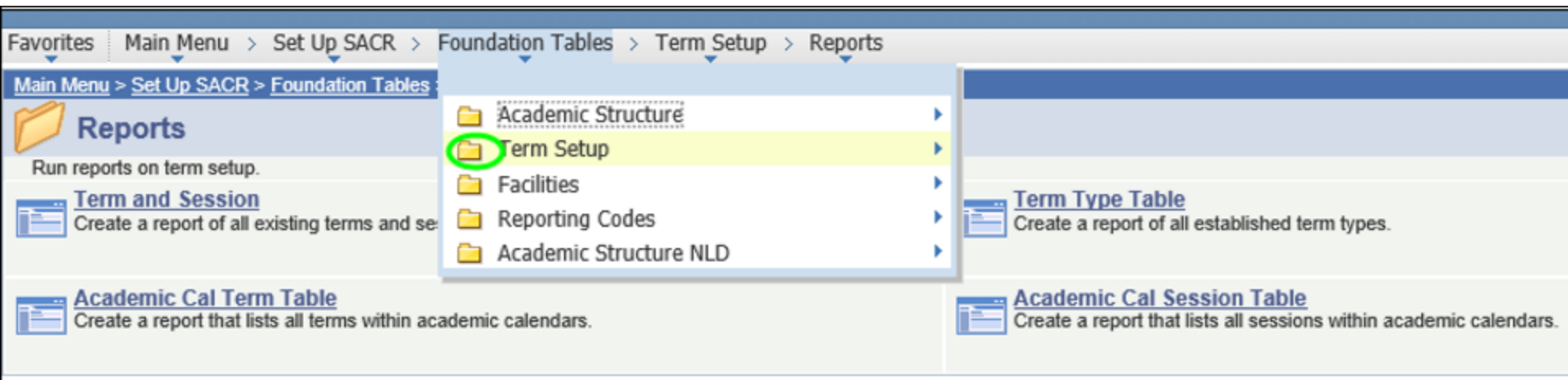
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FOLDER VS LINKS IN NAVIGATION



NAVIGATION & FIELD TIPS

NAVIGATION COLLECTIONS

The screenshot displays the Oracle SAUSER - TONIT interface. At the top, there is a header bar with the Oracle logo, the text "SAUSER - TONIT", and a search bar with a "Menu" dropdown and a "Search" button. To the right of the search bar are links for "Advanced Search" and "Last Search Results". Below the header, there is a "Favorites" section with a "Main Menu" link. A "My Page" section contains a "CS Procedure Manuals" link and a gear icon. The main content area is divided into several collections:

- Advising Navigation Collection**:
 - [Search/Match](#)
 - [Create/Update Prospects](#)
 - [Advising Notes](#)
 - [Student Services Center](#)
- Learning Services Pages**:
 - [NAIT ISP Actuals](#)
 - [NAIT Individualized Srvc Plan](#)
 - [NAIT Student Information](#)
 - [NAIT ISP Report](#)
 - [Student Services Center](#)
 - [NAIT Transcript Unofficial](#)
 - [Advising Notes](#)
 - [Learning Services Dashboard](#)
 - [Query Viewer](#)
- Advancement Work Centers**:
 - [Scholarship & Bursary Dash](#)
Dashboard page for Advancement
- Study Abroad Pages**:
 - Student Information**
 - [Student Services Center](#)
 - [Phones](#)
 - [Addresses](#)
 - [Electronic Addresses](#)
 - [Emergency Contacts](#)
 - Study Abroad Applications**
 - [Citizenship and Passport](#)
 - [Advising Notes](#)
 - Study Abroad Dashboard**
Dashboard for Study Abroad

On the right side of the interface, there is a vertical sidebar with a "My C" section containing a list of "Milk" items and a "Full C" link.

DASHBOARDS & WORKCENTERS

Navigation: Favorites | Main Menu > Financial Aid > Scholarship & Bursary Dash

Scholarship & Bursary Dash

Award Processes | Setup

Award & Disburse

- Assign Departmental Awards**
Assign departmental awards manually to students.
- Disburse Aid**
Manually disburse aid online by term.
- View Customer Accounts**
View activity on a student account by account type.
- Student Services Center**
View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.
- NAIT View eLetter Data**
View eLetter Data
- Authorization Failure Report**
Generate report of awards that have failed disbursement authorization.
- Query Viewer**
Review existing queries.

Disbursement Problems

The awards listed below have been disbursed but do not appear on the student account and require investigation

| ID | Institution | Aid Yr | Term | Item Type | Career | Disb ID | Disb Plan | Offered | Accepted | Authorized | Disbursed |
|------------------------------------|-------------|--------|------|-----------|--------|---------|-----------|---------|----------|------------|-----------|
| Full Query Results | | | | | | | | | | | |

GROUP AND ORDER YOUR FAVORITES

Edit Favorites

Click the Save button after editing or deleting favorites.

| *Favorite | Sequence number | |
|--------------------------------|-----------------|---|
| setup: Academic Program Table | 10 | - |
| setup: Term Values Table | 10 | - |
| setup: Term/Session Table | 10 | - |
| reports: Query Manager | 50 | - |
| reports: Where my reports live | 50 | - |
| reports: Process Monitor | 50 | - |



My Favorites

Recently Used

- Edit Favorites
- Term/Session Table
- Scholarship & Bursary Dash
- Student Program/Plan
- Item Types

My Favorites

- Edit Favorites
- setup: Academic Program Table
- setup: Term Values Table
- setup: Term/Session Table
- reports: Query Manager
- reports: Where my reports live
- reports: Process Monitor

DROP DOWN LISTS

DDCP Credit Programs
1172 Winter 2018 Term

Winter 2018 Term

Win 2018

Winter Term ▼

01/01/2018 *Ending Date: 04/

2017

HOL1 Holiday Schedule 1

Arrow keys scroll through the list.

DDCP Credit Programs
1172 Winter 2018 Term

Winter 2018 Term

Win 2018

W → Winter Term ▼

01/01/2018 *Ending Date: 04/

2017

HOL1 Holiday Schedule 1

Type a value go straight to your choice.

PARTIAL FIELD SEARCH

Term: 1171 Fall 2017 Term

*Description: Fall 2017 Term

Short Description: Fall 2017

*Term Category: Fall/Winter

*Term Begin Date: 09/01/2017 *Ending Date: 10/16/2017

*Academic Year: 2017

*Holiday Schedule: ho Holiday Schedule 1

Default Session Code:

*Weeks of Instruction: 15

*Transcript Date Print: Do Not Print Any Dates

*Sixty Percent Point in Time: 10/25/2017

Use Dynamic Class Dates: ☒

*Max Program Effdt for Term: 12/31/2017

Display in Self-Service

| | Begin Date | End Date |
|---|------------|------------|
| *Enrollment & Shopping Cart | 01/01/1900 | 10/16/2017 |
| *Student Planner | 01/01/1900 | 10/16/2017 |
| *What-If Report - Advisor | 01/01/1900 | 01/01/1900 |
| *What-If Report - Prematriculated Student | 01/01/1900 | 01/01/1900 |
| *What-If Report - Student | 01/01/1900 | 01/01/1900 |

Look Up Holiday Schedule

? Help

Holiday Schedule: begins with HO

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

| Holiday Schedule | Description |
|------------------|--------------------|
| HOL1 | Holiday Schedule 1 |
| HOL2 | Holiday Schedule 2 |
| HOL3 | Holiday Schedule 3 |

QUERY FAVORITES

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name ▼

begins with

N_SF_TU

Search

[Advanced Search](#)

Search Results

*Folder View

-- All Folders -- ▼

| Query | | | | | | | | | |
|---|--------------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| Personalize Find View All First 1-3 of 3 Last | | | | | | | | | |
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
| N_SF_TUITION_BY_CLASS | Display tuition by section | Public | CO | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| N_SF_TUITION_BY_PROGRAM | Tuition by term range per prgm | Public | CO | HTML | Excel | XML | Schedule | Lookup References | Favorite |
| N_SF_TUITION_GROUP_REVIEW | List Term Fes in Tuition Group | Public | RO | HTML | Excel | XML | Schedule | Lookup References | Favorite |

| My Favorite Queries | | | | | | | | | |
|--|-------------------------------|--------|----------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|-------------------|
| Personalize Find First 1-4 of 4 Last | | | | | | | | | |
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Remove |
| N_AA_ADVISING_NOTES | Advising Notes by date & area | Public | RO | HTML | Excel | XML | Schedule | Lookup References | - |
| N_EL_DS_F04 | Donor Letter | Public | ELETTERS | HTML | Excel | XML | Schedule | Lookup References | - |
| N_FA_AWARD_SUMMARY_DR0 | Fiscal Amounts by Award | Public | FA | HTML | Excel | XML | Schedule | Lookup References | - |

T IS FOR TODAY



N_SF_ACCOUNT_BY_DATE_TERM

Account: 12345

From Jrnl Date: t

To Jrnl Date:

OK Cancel

T decodes to Today's date



N_SF_ACCOUNT_BY_DATE_TERM

Account: 12345

From Jrnl Date: 10/03/2017

To Jrnl Date:

OK Cancel

PAGE TIPS

SEARCH IN AND BETWEEN VALUES

Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Item Types > Item Types

Find an Existing Value | Add a New Value

▼ Search Criteria

SetID: [=] NAIT

Item Type: in 000000000500,000000000502,000000000510,000000000515

Description: begins with

Item Type Code: [=]

Key Word: begins with

Key Word 2: begins with

Key Word 3: begins with

Item Type From: >=

Item Type To: <=

☐ Include History ☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-7 of 7 Last

| SetID | Item Type | Description | Item Type Code | Key Word | Key Word 2 | Key Word 3 |
|-------------------|--------------------------------|-------------|----------------|----------|------------|------------|
| NAIT 000000000500 | Payment | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000502 | Payment-Corporate | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000510 | Payment-PFT Tuition Deposit | | Deposit | (blank) | (blank) | (blank) |
| NAIT 000000000515 | Payment - MCI Gift Certificate | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000517 | Payment-Emergency Loan | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000541 | MTS Web Payment | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000550 | Payment-Training Partners | | Payment | (blank) | (blank) | (blank) |

Favorites | Main Menu > Set Up SACR > Product Related > Student Financials > Item Types > Item Types

Find an Existing Value | Add a New Value

▼ Search Criteria

SetID: [=] NAIT

Item Type: between 000000000500 and 000000000599

Description: begins with

Item Type Code: [=]

Key Word: begins with

Key Word 2: begins with

Key Word 3: begins with

Item Type From: >=

Item Type To: <=

☐ Include History ☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-19 of 19 Last

| SetID | Item Type | Description | Item Type Code | Key Word | Key Word 2 | Key Word 3 |
|-------------------|------------------------------|-------------|----------------|----------|------------|------------|
| NAIT 000000000500 | Payment | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000501 | Transfer to/from TP Contract | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000502 | Payment-Corporate | | Payment | (blank) | (blank) | (blank) |
| NAIT 000000000503 | Alberta Works | | Payment | (blank) | (blank) | (blank) |

SAVE SEARCH CRITERIA

Item Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Use Saved Search: student payments ▼

SetID: = ▼ NAIT x 🔍

Item Type: between ▼ 000000000500

and

000000000599

Description: begins with ▼

Item Type Code: = ▼ Payment ▼

Key Word: begins with ▼ 🔍

Key Word 2: begins with ▼ 🔍

Key Word 3: begins with ▼ 🔍

Item Type From: >= ▼

Item Type To: <= ▼

☐ Include History ☒ Correct History ☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Delete Saved Search](#)

PAGE PERSONALIZATION

Navigation: [Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Student Term Information](#) > [Term History](#)

Buttons: [New Window](#) | [Help](#) | [Personalize Page](#)

Tabbed Interface: [Term Statistics](#) | [Cumulative Statistics](#) | **[Term Withdrawal](#)** | [Session Withdrawal](#) | [Academic Standing](#) | [Student Grade Review](#)

Student Information: Vanilla Milkshake 200423736

Find | View All | First

Academic Career: Credit Programs

Find | View All | First

Academic Institution: Northern Alberta Inst. of Tech

Term: Spring 2017 Term

Academic Level - Term Start: 1st Year

Pro-Rata Eligible: ☐

*Withdrawal \ Cancel:

Withdrawal \ Cancel Reason:

Withdrawal \ Cancel Date:

Last Date of Attendance:

Override Withdrawal Schedule:

Buttons: [Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

Buttons: [Post Term Withdrawal and Calculate Tuition & Fees](#) | [*Tuition Calc Required:](#) ☐

Footer: [Term Statistics](#) | [Cumulative Statistics](#) | [Term Withdrawal](#) | [Session Withdrawal](#) | [Academic Standing](#) | [Student Grade Review](#) | [Student Special GPA](#)

Callout: Access personalization options here

TAB ORDER

OK Cancel [Copy Settings](#)

Page Personalization

☐ Put this page in front (the current tab) when I come into this component.

State of the View All settings on this page.

Tabbing order personalized below.

To clear tabbing order, select Clear Tabbing Order, then click items to include in desired sequence.

To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

[Clear Tabbing Order](#) [Restore Default](#)

☐ Include In Tabbing Order ☒ Remove From Order ☐ Move Up In Order ☐ Move Down In Order

Initial Setup Amount Edits Miscellaneous External Awards Posting Restrictions Account Types GL Interface

SetID: NAIT
Item Type: 000000000500

*Effective Date: 10/03/2017 *Status: Active

*Description: Payment

*Short Desc: Payment

Keywords: 1. 2.

Classification

- ☒ Application Fee
- ☐ Billing
- ☐ Charge
- ☐ Contributor Relations
- ☒ Payment
- ☐ Pay Plan Credit
- ☐ Pre-Paid Tuition
- ☐ Transfers

Find | View All First 1 of 19 Last

PAGE IN FRONT

Favorites Main Menu > Records and Enrollment > Student Term Information > Term History

OK Cancel [Copy Settings](#)

Page Personalization

☒ Put this page in front (the current tab) when I come into this component.

☐ Save the state of the View All settings on this page.

☒ Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired order. This new Tab order setting may be overridden by the people code command SetCurspos(). To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

[Clear Tabbing Order](#) [Restore Default](#)

☐ Include In Tabbing Order ☒ Remove From Order ☐ Move Up In Order ☐ Move Down In Order

3 New Window 4 ? Help 5 Personalize Page

Term Statistics Cumulative Statistics **Term Withdrawal** Session Withdrawal Academic Standing Student Grade Review

Vanilla Milkshake 200423736

Find | View All First 1 of 1 Last

Academic Career: Credit Programs

Find | View All First 1 of 2 Last

Academic Institution: Northern Alberta Inst. of Tech

Term: Spring 2017 Term

Academic Level - Term Start: 1st Year

61

Change which tab shows up first

VIEW ALL SETTINGS

Favorites : Main Menu > Records and Enrollment > Student Term Information > Term History

OK Cancel [Copy Settings](#)

Page Personalization

☐ Put this page in front (the current tab) when I come into this component.

☒ Save the state of the View All settings on this page.

☒ Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence.
This new Tab order setting may be overridden by the people code command SetCurspos().
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Clear Tabbing Order Restore Default

☐ Include In Tabbing Order ☒ Remove From Order ☐ Move Up In Order ☐ Move Down In Order

Term Statistics Cumulative Statistics **Term Withdrawal** Session Withdrawal Academic Standing Student Grade

Vanilla Milkshake 200423736

Find | View All First 1 of 1 Last

Academic Career: Credit Programs

Find | View 1 First 1-2 of 2 Last

Academic Institution: Northern Alberta Inst. of Tech

Term: Spring 2017 Term

Academic Level - Term Start: 1st Year

Pro-Rata Eligible: ☐

*Withdrawal \ Cancel:

Withdrawal \ Cancel Reason:

*Tuition Calc Required: ☐

155 147 148 149

Post Term Withdrawal and Calculate Tuition & Fees

Change if you default to View All or View 1

FIND

Vanilla Milkshake 200423736

Term Statistics Cumulative Statistics **Term Withdrawal** Session Withdrawal Academic Standing Student Grade Review

Find | View All First 1 of 1 Last

Academic Career: Credit Programs

Find | View 1 First 1-2 of 2 Last

Academic Institution: Northern Alberta Inst. of Tech

Term: Spring 2017 Term

Academic Level - Term Start: 1st Year

Pro-Rata Eligible: ☐

***Withdrawal \ Cancel:**

Withdrawal \ Cancel Reason:

Withdrawal \ Cancel Date:

Last Date of Attendance:

Override Withdrawal Schedule:

Academic Institution: Northern Alberta Inst. of Tech

Term: Winter 2017 Term

Academic Level - Term Start: 1st Year

Pro-Rata Eligible: ☒

***Withdrawal \ Cancel:**

Post Term Withdrawal and Calculate Tution & Fees

nait.ca needs some information

Script Prompt:

Enter search string:

Winter


OK

Cancel


GRIDS


A thin, vertical grey line is positioned to the right of the word "GRIDS".

SHOW ALL COLUMNS

Enrollment Action Reason: 


User ID:


Empl ID: 

Class Nbr: 




From DateTime:

Thru DateTime:

Enrollment List Personalize | Find |  First 1 of 1 Last

Fields 1-7 Fields 8-11 Fields 12-19 Fields 20-25 Fields 26-30 Fields 31-35 

| | User ID | ID | Term | Class Nbr | Subject Area | Catalog Nbr | Academic Career |
|---|---------|-----------|------|-----------|--------------|-------------|-----------------|
| 1 | TONIT | 200423736 | 1162 | 4008 | ACCT | 1115 | DDCP |

 Save  Return to Search  Notify

Click to show all the fields in one grid.

CHANGE COLUMN & SORT ORDER

Grid Customization Help

Enrollment List

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Tab Fields 1-7
- User ID
- ID
- Term
- Class Nbr
- Subject Area
- Catalog Nbr
- Academic Career
- Enrollment Request ID
- Last Update DateTime
- Enrollment Request Source
- Tab Fields 8-11
- Enrollment Req Detail Sequence
- Tab Fields 12-19
- Enrollment Request Action
- Enrollment Action Reason
- Enrollment Action Date
- Units Taken
- Course Count
- Repeat Code
- Grade Input
- Grading Basis
- Tab Fields 20-25
- Class Description Nbr

Sort Order

Descending

Background Application:

Refresh Previous Search Results

Enrollment Action Range

From Date:

End Date:

Last Update Range

From DateTime:

Thru DateTime:

Personalize **Grid** **First**

Fields 31-35

| Subject Area | Catalog Nbr | Academic Career |
|--------------|-------------|-----------------|
| ACCT | 1115 | DD |

HIDE COLUMNS

The screenshot displays a software interface with a 'Grid Customization' dialog box open. The dialog lists various fields, and the 'Academic Career (hidden)' field is highlighted with a green circle and a green arrow pointing to the 'Hidden' checkbox, which is also checked. The background shows a data grid with columns: Term, Class Nbr, Subject Area, and Catalog Nbr.

Grid Customization

- Tab Fields 1-7
- User ID
- ID
- Term
- Class Nbr
- Subject Area
- Catalog Nbr
- Academic Career (hidden)** ☒ Hidden
- Tab Fields 8-11
- Enrollment Request ID
- Last Update DateTime
- Enrollment Request Source
- Enrollment Req Detail Sequence
- Tab Fields 12-19
- Enrollment Request Action
- Enrollment Action Reason
- Enrollment Action Date
- Units Taken
- Course Count
- Repeat Code
- Grade Input
- Grading Basis
- Tab Fields 20-25
- Class Permission Nbr
- Change to Class Nbr
- Drop This Class if Enrolled
- Change To Wait List Nbr
- Related Class Number 1
- Related Class Number 2
- Tab Fields 26-30
- Override Closed Class
- Override Grading Basis
- Override Class Units
- Override Unit Load

Data Grid:

| Term | Class Nbr | Subject Area | Catalog Nbr |
|------|-----------|--------------|-------------|
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |
| 1171 | 12345 | FNCE | 1125 |

FREEZE COLUMNS

Enrollment List

Personalize | Find | First 1-9 of 9 Last

Fields 1-7Fields 8-11Fields 12-19Fields 20-25Fields 26-30Fields 31-35

| User ID | ID | Term | Class Nbr | Subject Area | Catalog Nbr | Academic Career |
|---------|-----------|------|-----------|--------------|-------------|-----------------|
| 1 TONIT | 200433085 | 1171 | 12307 | ECON | 1110 | DDCP |
| 2 TONIT | 200433085 | 1171 | 12193 | CMIS | 1150 | DDCP |
| 3 TONIT | 200433085 | | | | | |
| 4 TONIT | 200433085 | | | | | |

Enrollment List

Personalize | Find | First 1-9 of 9 Last

Fields 1-7Fields 8-11Fields 12-19Fields 20-25Fields 26-30Fields 31-35Fields 36-40

| User ID | ID | Enrollment Request ID | Last Update DateTime | Enrollment Request Source | Enrollment Req Detail Sequence |
|---------|-----------|-----------------------|----------------------|---------------------------|--------------------------------|
| 1 TONIT | 200433085 | 0002654093 | 10/04/2017 4:03:19PM | Quick Enroll | 2 |
| 2 TONIT | 200433085 | 0002654093 | 10/04/2017 4:03:19PM | Quick Enroll | 3 |
| 3 TONIT | 200433085 | | | | |

Enrollment List

Personalize | Find | First 1-9 of 9 Last

Fields 1-7Fields 8-11Fields 12-19Fields 20-25Fields 26-30Fields 31-35Fields 36-40Fields 41-44Fields 45-48

| User ID | ID | Enrollment Request Action | Enrollment Action Reason | Enrollment Action Date | Units Taken |
|---------|-----------|---------------------------|--------------------------|------------------------|-------------|
| 1 TONIT | 200433085 | Enroll | | 09/01/2017 | 3.0 |
| 2 TONIT | 200433085 | Enroll | | 09/01/2017 | 3.0 |
| 3 TONIT | 200433085 | Enroll | | 09/01/2017 | 3.0 |

Let's you keep the ID as the first column on every tab.

RETURN TO DEFAULT SETTINGS

| | | |
|--------------------------------|--|--|
| Override Service Indicator | | |
| Override Appointment | | |
| Instructor ID | | |
| Tab Fields 41-44 | | |
| Enrollment Req Detail Status | | |
| Requirement Designation | | |
| Requirement Designation Option | | |
| Requirement Designation Grade | | |
| Tab Fields 45-48 | | |
| Transcript Note ID | | |
| Transcript Note Exists Flag | | |
| Academic Program | | |
| Override Dynamic Dates | | |

OK Cancel Preview [Copy Settings](#) [Share Settings](#) [Delete Settings](#)

DOWNLOAD TO EXCEL

Term:

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

Empl ID:

Class Nbr:

Enrollment Action Range

From Date:

End Date:

Last Update Range

From DateTime:

Thru DateTime:

Enrollment List [Personalize](#) | [Find](#) | [Download to Excel](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Fields 1-7 Fields 8-11 Fields 12-19 Fields 20-25 Fields 26-30 Fields 31-35

| | User ID | ID | Term | Class Nbr | Subject Area | Catalog Nbr | Academic Career |
|---|-------------------------|--------------------|----------------------|---------------------------|------------------------------|-----------------------------|---------------------------------|
| 1 | TONIT | 200423736 | 1162 | 4008 | ACCT | 1115 | DDCP |

[Save](#) [Return to Search](#) [Notify](#)

KEYBOARD SHORTCUTS

SHORTCUT KEYS



Accessing your application using the keyboard

Keyboard navigation is controlled by Hot keys and Access keys .

List of Hot Keys

Alt 1 -- Executes different buttons depending on the page type

- > Save button on the Toolbar in a page
- > OK button on a secondary page
- > Search or Add button on a Search or Lookup page

Alt 2 -- Return to Search

Alt 3 -- Next in List

Alt 4 -- Previous in List

Alt 5 -- Valid Lookup Values

Alt 6 -- Related Links

Alt 7 -- Insert Row in grid or scroll area

Alt 8 -- Delete Row in grid or scroll area

Alt 0 -- Refreshes the page by invoking the Refresh button on the Toolbar

Alt . -- Next set of rows in grid or scroll area [e.g., Alt period]

Alt , -- Previous set of rows in grid or scroll area [e.g., Alt comma]

Alt / -- Find in grid or scroll area [e.g., Alt forward slash]

Alt ' -- View All in grid or scroll area [e.g., Alt prime]

**Alt ** -- Toggle between Add and Update on the Search page [e.g., Alt backslash]

Ctrl J -- System Information

Ctrl K -- Keyboard Information

Ctrl Y -- Toggle menu between collapse and expand.

Ctrl Tab -- Toggles focus through the frame set

Enter -- Invokes the following buttons where present: OK, Search, Lookup

Esc -- Cancel

Alt ; -- Context Menu

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Vanilla Milkshake

200433085

Academic Career:

Credit Programs

Career Requirement Term

Student Career Nbr: 0



Find | View All First 1 of 3 Last

Status: Active in Program

*Effective Date: 09/01/2017

*Program Action: MATR Matriculation

Action Reason:

*Academic Institution: NAIT Northern Alberta Inst. of Tech

*Academic Program: BUS Business Administration

*Admit Term: 1171 Fall 2017

Requirement Term: 1171 Fall 2017

Expected Grad Term:

Last Updated On: 10/04/2017 8:16PM

Location: TONIT

Effective Sequence: 3

Action Date: 10/04/2017

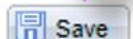
Joint Prog Appr:

Admissions

☒ From Application
Application Nbr: 00340495
Application Program Nbr: 0

*Campus: MAIN Main

*Academic Load: Regular



Save



Return to Search



Previous in List



Next in List



Notify



Refresh



Add

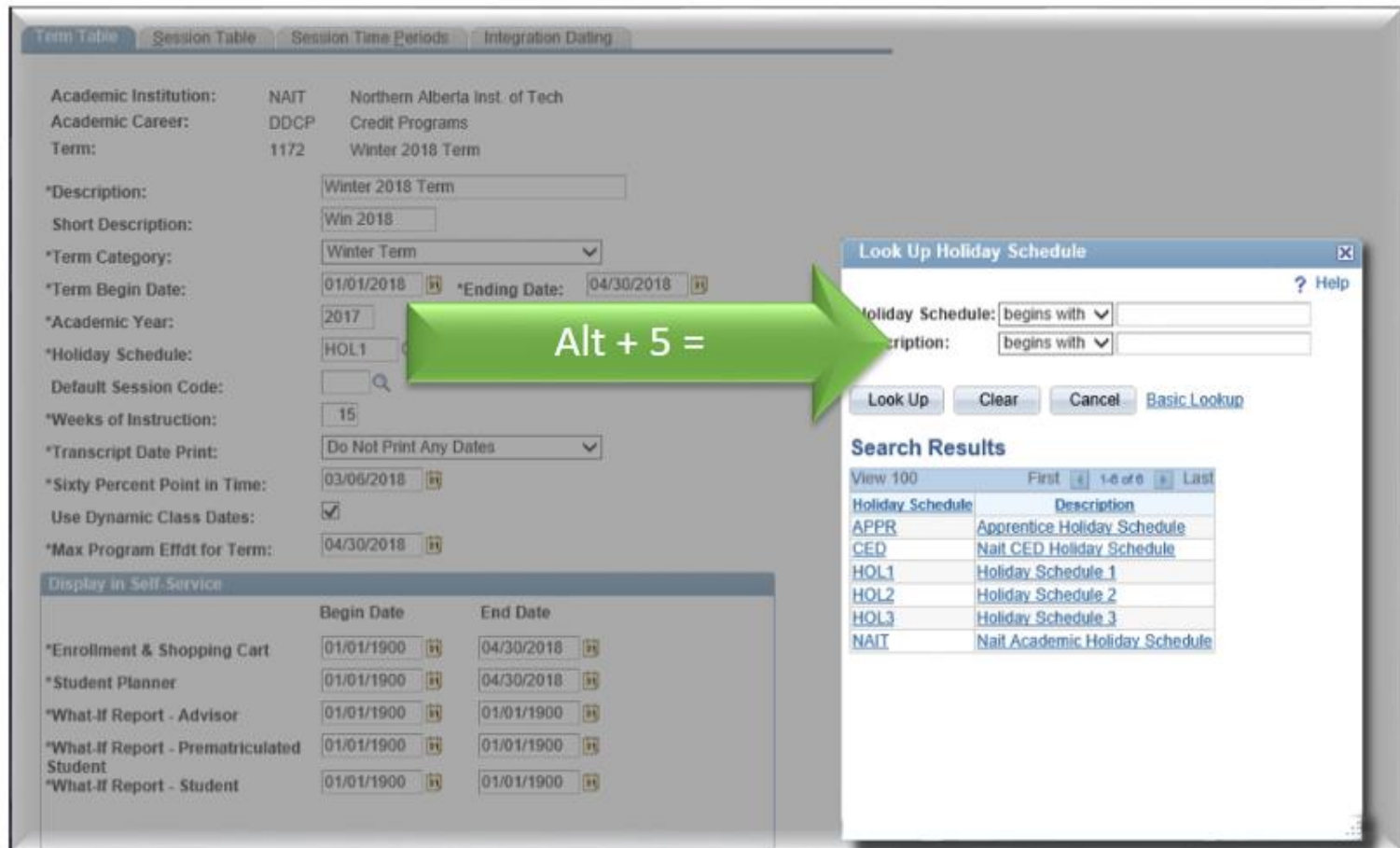


Update/Display



Include History

ALT + 5: LOOKUP VALUES



The screenshot displays a software interface with a form on the left and a 'Look Up Holiday Schedule' dialog box on the right. A green arrow points from the 'Holiday Schedule' field in the form to the dialog box, with the text 'Alt + 5 =' next to it.

Form Fields:

- Academic Institution: NAIT Northern Alberta Inst. of Tech
- Academic Career: DDCP Credit Programs
- Term: 1172 Winter 2018 Term
- *Description: Winter 2018 Term
- Short Description: Win 2018
- *Term Category: Winter Term
- *Term Begin Date: 01/01/2018 *Ending Date: 04/30/2018
- *Academic Year: 2017
- *Holiday Schedule: HOL1
- Default Session Code:
- *Weeks of Instruction: 15
- *Transcript Date Print: Do Not Print Any Dates
- *Sixty Percent Point in Time: 03/06/2018
- Use Dynamic Class Dates: ☒
- *Max Program Effdt for Term: 04/30/2018

Look Up Holiday Schedule Dialog Box:

Holiday Schedule: begins with
Description: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results:

| Holiday Schedule | Description |
|------------------|--------------------------------|
| APPR | Apprentice Holiday Schedule |
| CED | Nait CED Holiday Schedule |
| HOL1 | Holiday Schedule 1 |
| HOL2 | Holiday Schedule 2 |
| HOL3 | Holiday Schedule 3 |
| NAIT | Nait Academic Holiday Schedule |

ALT + . : SCROLL RIGHT

Academic Organization Table Acad Organization ES Owner Acad Organization HR Owner

Academic Organization: 123625

Find | View All First 2 of 2 Last

*Effective Date: 07/01/2012 *Status: Active

*Description: CE Motorcycle Safety (Innov)

Short Description: Motorcycle

*Formal Description: Motorcycle Rider Safety Training

*Academic Institution: NAIT Northern Alberta Inst. of Tech

Campus: MAIN Main Campus

Manager ID:

Edit Instructor Against

- ☐ Personal Data
- ☒ Instructor Advisor

Assign Instructor By

- ☐ Campus
- ☐ Subject
- ☐ Course

... and move back with ALT + .

OTHER STUFF

EMAIL DISTRIBUTION

Favorites Main Menu > Academic Advisement > Student Advisement > NAIT Advising Notes Report

Process Scheduler Request

User ID TONIT Run Control ID TONIT

Server Name Run Date 10/16/2017

Recurrence Run Time 4:03:53PM

Time Zone

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|----------------------------|--------------|--------------|--|--------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | NAIT Advising Notes Report | N_AA1000 | BI Publish | Email <input type="button" value="1"/> | PDF <input type="button" value="2"/> | Distribution |

Distribution Detail

Process Name N_AA1000

Process Type XML Publisher

Folder Name

Retention Days

Email Only

Email Subject Email With Log: ☐ Email Web Report: ☐

Test report

Message Text

Email Address List

| *ID Type | *Distribution ID |
|---------------------------------------|--|
| User <input type="button" value="v"/> | TONIT <input type="button" value="q"/> <input type="button" value="+"/> <input type="button" value="-"/> |
| User <input type="button" value="v"/> | SKWAN <input type="button" value="q"/> <input type="button" value="+"/> <input type="button" value="-"/> |

RUN TO WINDOW

Process Scheduler Request

User ID TONIT

Run Control ID TONIT

Server Name

Run Date

Recurrence

Run Time

Reset to Current Date/Time

Time Zone

| Process List | | | | | | |
|-------------------------------------|----------------------------|--------------|--------------|--------|---------|--------------|
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
| <input checked="" type="checkbox"/> | NAIT Advising Notes Report | N_AA1000 | BI Publisher | Window | PDF | Distribution |

Queued

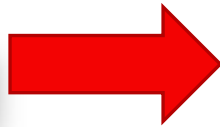
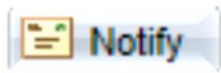
Process Name: N_AA1000

NAIT Advising Notes Report

Process Instance: 8940646

Process Type: XML Publisher

NOTIFY



Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send

Notification Details

To: test@school.ca

CC:

BCC:

Priority: ▼

Subject: Please check this student's account

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2017-10-04

Message: Is the tuition correct for the courses?

[Lookup Recipient](#)


[Delivery Options](#)

☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

NOTIFY

To  Toni Tessari

Workflow Notification

Priority:

Date Sent: 2017-10-30

Sent To: tonit@nait.ca

cc:

Please click on the link below to access this transaction:

https://sawebdev.nait.ca/psp/SAUSER/EMPLOYEE/HRMS/c/MAINTAIN_CUSTOMERS.ACCOUNT_VW.GBL?Page=ACCOUNT_SF&BUSINESS_UNIT=NAIT&EMPLID=200433085&Action=U

Message Text:

Are the fees correct?

QUESTIONS?





THANK YOU!

