



PEOPLESOFT NAVIGATION TIPS & TRICKS

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PRESENTERS

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FOLDER VS LINKS IN NAVIGATION

The screenshot displays a software navigation interface. At the top, a breadcrumb trail reads: **Favorites** | **Main Menu** > **Set Up SACR** > **Foundation Tables** > **Term Setup** > **Reports**. Below this, a dropdown menu is open under **Foundation Tables**, listing several folders: **Academic Structure**, **Term Setup** (highlighted with a green circle), **Facilities**, **Reporting Codes**, and **Academic Structure NLD**. The main content area shows a **Reports** section with a description: "Run reports on term setup." Below this are four report cards, each with a document icon, a title, and a description: **Term and Session** (Create a report of all existing terms and se...), **Term Type Table** (Create a report of all established term types.), **Academic Cal Term Table** (Create a report that lists all terms within academic calendars.), and **Academic Cal Session Table** (Create a report that lists all sessions within academic calendars.).

NAVIGATION & FIELD TIPS

NAVIGATION COLLECTIONS

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

DASHBOARDS & WORKCENTERS

The screenshot displays the 'Scholaship & Bursary Dash' interface. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Financial Aid > Scholaship & Bursary Dash'. The left sidebar contains the following menu items:

- Scholaship & Bursary Dash** (with a refresh icon and a left arrow)
- Award Processes** (with a 'Setup' button)
- Award & Disburse** (with a refresh icon and a dropdown arrow)
- 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.

The main content area is titled 'Scholaship & Bursary Dash' and features a 'Disbursement Problems' section. Below the title, a message states: 'The awards listed below have been disbursed but do not appear on the student account and require investigation'. A table with the following columns is visible:

ID	Institution	Aid Yr	Term	Item Type	Career	Disb ID	Disb Plan	Offered	Accepted	Authorized	Disbursed
----	-------------	--------	------	-----------	--------	---------	-----------	---------	----------	------------	-----------

Below the table, there is a link for 'Full Query Results'.

GROUP AND ORDER YOUR FAVORITES

Favorites | Main Menu

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	-



Favorites | Main Menu

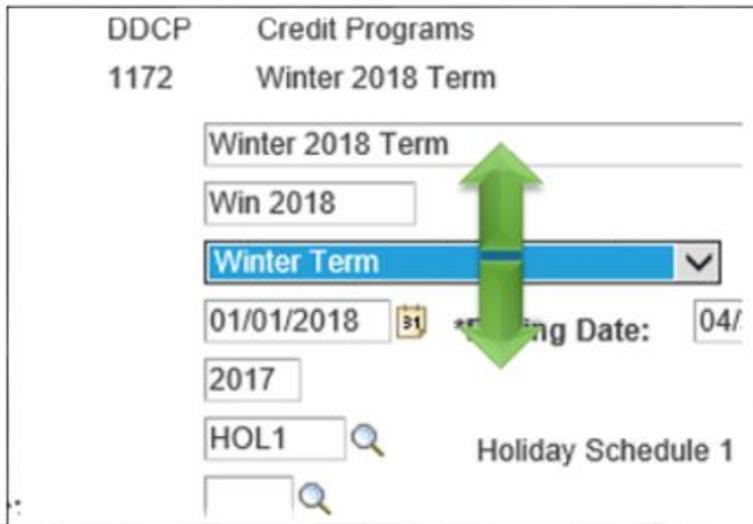
Recently Used

- 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

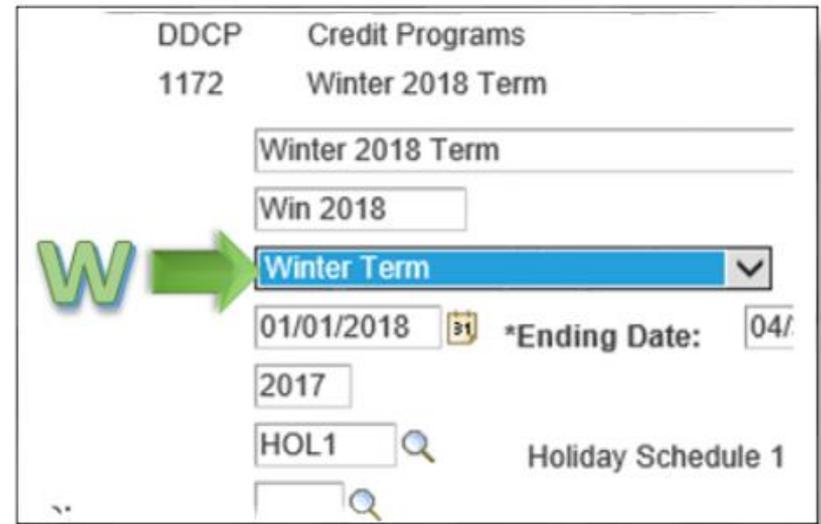
Winter Term

01/01/2018 31 *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 31 *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

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 begins with

[Advanced Search](#)

Search Results

*Folder View

Query									
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									
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	<input type="button" value="-"/>
N_EL_DS_F04	Donor Letter	Public	ELETTERS	HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
N_FA_AWARD_SUMMARY_DR0	Fiscal Amounts by Award	Public	FA	HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>

T IS FOR TODAY

N_SF_ACCOUNT_BY_DATE_TERM

Account: 12345

From Jrnl Date: T

To Jrnl Date:

OK Cancel



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 000000000500,000000000502,000000000510,00000

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	Payment	(blank)	(blank)	(blank)
NAIT 000000000502	Payment-Corporate	Payment	Payment	(blank)	(blank)	(blank)
NAIT 000000000510	Payment-PFT Tuition Deposit	Deposit	Deposit	(blank)	(blank)	(blank)
NAIT 000000000515	Payment - MCI Gift Certificate	Payment	Payment	(blank)	(blank)	(blank)
NAIT 000000000517	Payment-Emergency Loan	Payment	Payment	(blank)	(blank)	(blank)
NAIT 000000000541	MTS Web Payment	Payment	Payment	(blank)	(blank)	(blank)
NAIT 000000000550	Payment-Training Partners	Payment	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	Payment	(blank)	(blank)	(blank)
NAIT 000000000501	Transfer to/from TP Contract	Payment	Payment	(blank)	(blank)	(blank)
NAIT 000000000502	Payment-Corporate	Payment	Payment	(blank)	(blank)	(blank)
NAIT 000000000503	Alberta Works	Payment	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

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

The screenshot displays a web application interface for student term information. The breadcrumb trail at the top reads: Favorites > Main Menu > Records and Enrollment > Student Term Information > Term History. The main navigation bar includes tabs for Term Statistics, Cumulative Statistics, Term Withdrawal (selected), Session Withdrawal, Academic Standing, and Student Grade Review. The page title is 'Vanilla Milkshake' with ID '200423736'. A callout box with a green border and arrow points to the 'Personalize Page' icon in the top right corner, containing the text 'Access personalization options here'. The main content area shows a form for 'Academic Career: Credit Programs' with fields for Academic Institution (Northern Alberta Inst. of Tech), Term (Spring 2017 Term), Academic Level (1st Year), and Pro-Rata Eligible (checkbox). There are also dropdown menus for '*Withdrawal \ Cancel:' and 'Withdrawal \ Cancel Reason:', and a 'Post Term Withdrawal and Calculate Tuition & Fees' button. At the bottom, there is a toolbar with buttons for Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, and Correct History. The footer contains a series of links: Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | Student Grade Review | Student Special GPA.

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.

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
- Payment
- Billing
- Pay Plan Credit
- Charge
- Pre-Paid Tuition
- Contributor Relations
- Transfers

Find | View All First 1 of 19 Last

34 37 38 39 40 64 65

Then click on the little x's to set your own order.

Clear the tabbing order

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... This new Tab order setting may be overridden by the people code command SetCursorpos(). To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order of appropriate items to rearrange.

Clear Tabbing Order Restore Default

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

Change which tab shows up first

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

Vanilla Milkshake 200423736

Academic Career:	Credit Programs
Academic Institution:	Northern Alberta Inst. of Tech
Term:	Spring 2017 Term
Academic Level - Term Start:	1st Year

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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 SetCursors().
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 Grad

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: [155](#) [147](#) Post Term Withdrawal and Calculate Tuition & Fees

*Withdrawal \ Cancel: [148](#)

Withdrawal \ Cancel Reason: [149](#) *Tuition Calc Required:

FIND

The screenshot shows a web application interface with a search dialog box overlaid on a student record page. The background page displays student information for 'Vanilla Milkshake' (ID: 200423736) under the 'Term Withdrawal' tab. The record is for 'Northern Alberta Inst. of Tech' in the 'Spring 2017 Term', '1st Year' level. A green arrow points from the search dialog to the 'Post Term Withdrawal and Calculate Tuition & Fees' button. The search dialog box, titled 'nait.ca needs some information', contains a 'Script Prompt:' field, an 'Enter search string:' field with 'Winter' entered, and 'OK' and 'Cancel' buttons.

Vanilla Milkshake 200423736

Academic Career: Credit Programs

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:

Script Prompt:

Enter search string: Winter

OK

Cancel

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

Hidden

Frozen

Sort Order

Descending

HIDE COLUMNS

The screenshot displays a 'Grid Customization' dialog box over a data grid. The dialog lists various fields, and the 'Academic Career (hidden)' field is highlighted with a blue bar. A green circle highlights the 'Hidden' checkbox, which is checked. A green arrow points from the 'Personalize' button in the background to the 'Academic Career (hidden)' field. The background shows a data grid with columns for Term, Class Nbr, Subject Area, and Catalog Nbr.

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
1171	12345	FNCE	1125
1171	12345	FNCE	1125
1171	12345	FNCE	1125
1171	12345	FNCE	1125

FREEZE COLUMNS

The image shows three overlapping screenshots of an 'Enrollment List' application. Each screenshot has a green box highlighting the 'User ID' and 'ID' columns, demonstrating how these columns are frozen across different tabs.

Top Screenshot (Fields 1-7):

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					

Middle Screenshot (Fields 8-11):

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				

Bottom Screenshot (Fields 12-19):

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



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 |  Find 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

Effective Sequence: 3

*Program Action: MATR Matriculation

Action Date: 10/04/2017

Action Reason:

Joint Prog Appr:

*Academic Institution: NAIT Northern Alberta Inst. of Tech

*Academic Program: BUS Business Administration

*Admit Term: 1171 Fall 2017

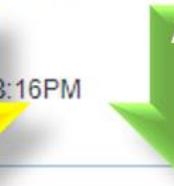
Requirement Term: 1171 Fall 2017

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 web application interface with a main form and a modal dialog box.

Main 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: [Search]
- *Weeks of Instruction: 15
- *Transcript Date Print: Do Not Print Any Dates
- *Sixty Percent Point in Time: 03/06/2018
- Use Dynamic Class Dates: [Checked]
- *Max Program Effdt for Term: 04/30/2018

Look Up Holiday Schedule Dialog Box:

- Title: Look Up Holiday Schedule
- Holiday Schedule: begins with [Dropdown]
- Description: begins with [Dropdown]
- Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results Table:

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

A green arrow points from the text "Alt + 5 =" to the "Look Up" button in the dialog box.

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

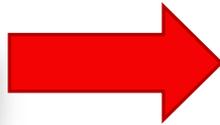
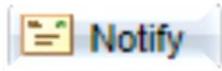
Assign Instructor By

- Campus
- Subject
- Course

... and move back with **Alt + .**

OTHER STUFF

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!



CANADA ALLIANCE 5-7 NOVEMBER 2017