



**Information  
Technology  
Services**

# Datatel Colleague Web User Interface



# The Look of Web UI

Search Area

Tabs

Context Area



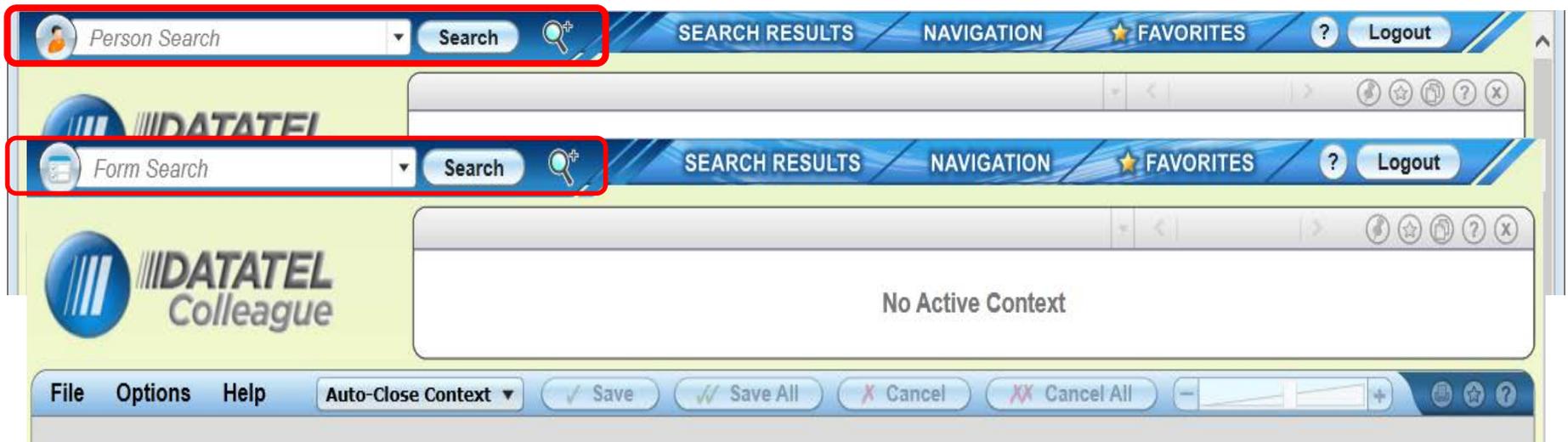
Menus

Tool Bar

Form Scale Slider

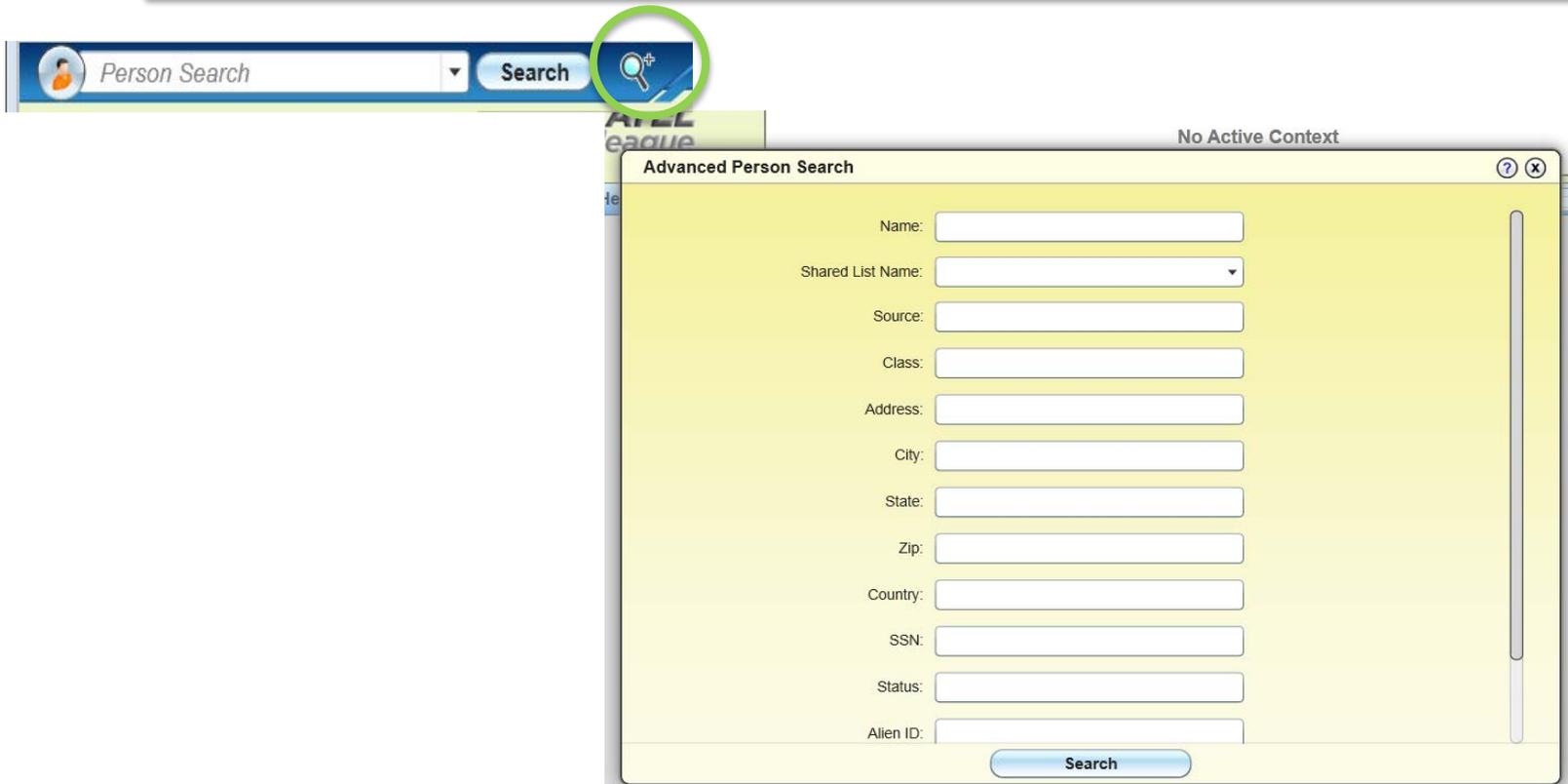
# Search Area

The search area of the UI window, in the upper left corner lets you search for people or forms to work with. You can click the icon on the left of the search field to switch between the person search and the form search.



# Person Search

When the search field is set to the person search you can search using a student ID or name. You can also do an advanced person search by clicking on the magnifying glass to the right of the search field. The advanced person search will allow you search for a person or organization using multiple search parameters.



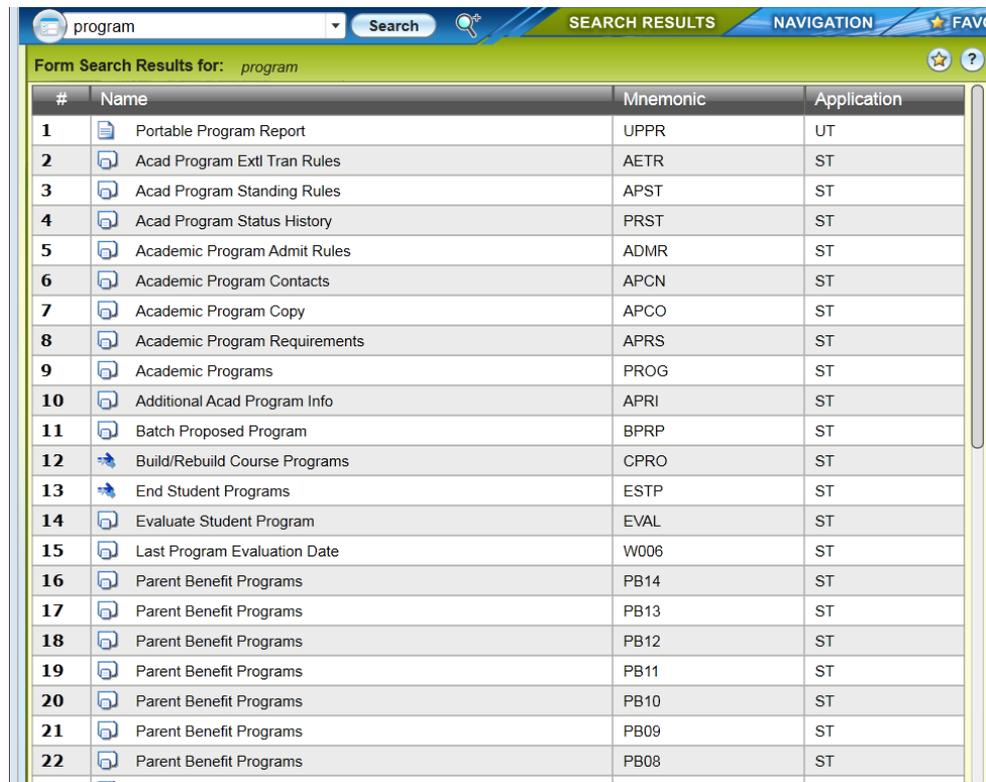
The screenshot shows a web application interface. At the top, there is a search bar with a dropdown menu set to "Person Search" and a "Search" button. A magnifying glass icon is circled in green. Below this, an "Advanced Person Search" dialog box is open, displaying various search criteria fields:

- Name:
- Shared List Name:
- Source:
- Class:
- Address:
- City:
- State:
- Zip:
- Country:
- SSN:
- Status:
- Alien ID:

A "Search" button is located at the bottom of the dialog box. The dialog box also has a "No Active Context" label at the top right and a close button (X) at the top right.

# Form Search

To search for a form, type the mnemonic or words from the title of the form in the search box. When you enter in the mnemonic for a form it will open immediately. If you can not remember the mnemonic, but know one or two words from the form you can enter it and it will bring up a Search Results panel that displays all possible matching forms. *\*You can still use the mnemonic tree for access.*



The screenshot shows a software interface with a search bar at the top containing the text 'program'. Below the search bar, there are tabs for 'SEARCH RESULTS' and 'NAVIGATION'. A 'Form Search Results for: program' panel is open, displaying a table with 22 rows of search results. Each row includes a number, a name, a mnemonic, and an application. The table is scrollable, and a vertical scrollbar is visible on the right side.

#	Name	Mnemonic	Application
1	Portable Program Report	UPPR	UT
2	Acad Program Extl Tran Rules	AETR	ST
3	Acad Program Standing Rules	APST	ST
4	Acad Program Status History	PRST	ST
5	Academic Program Admit Rules	ADMR	ST
6	Academic Program Contacts	APCN	ST
7	Academic Program Copy	APCO	ST
8	Academic Program Requirements	APRS	ST
9	Academic Programs	PROG	ST
10	Additional Acad Program Info	APRI	ST
11	Batch Proposed Program	BPRP	ST
12	Build/Rebuild Course Programs	CPRO	ST
13	End Student Programs	ESTP	ST
14	Evaluate Student Program	EVAL	ST
15	Last Program Evaluation Date	W006	ST
16	Parent Benefit Programs	PB14	ST
17	Parent Benefit Programs	PB13	ST
18	Parent Benefit Programs	PB12	ST
19	Parent Benefit Programs	PB11	ST
20	Parent Benefit Programs	PB10	ST
21	Parent Benefit Programs	PB09	ST
22	Parent Benefit Programs	PB08	ST

# Tabs

SEARCH RESULTS

NAVIGATION

★ FAVORITES

Search Results Tab

- The search results tab stores your searches from the person and form searches.

UI 4.4 - Datatel Colleague UI 4.4 - TEST - [jadams / Test] - Internet Explorer

desario, daniel Search

**SEARCH RESULTS** NAVIGATION ★ FAVO

Person Search Results for: *desario, daniel*

Filter: Form-less Person Search Select All + Add 1 - 1 of 1

1	<input type="checkbox"/>	Daniel Desario ID: 2075625 Social: xxx-xx-2222	555 West St Santa Ana CA 92706, UNITED ... Source:	DOB: 04/19/1978 Birth Last: Where Used: APP,STU
---	--------------------------	--	--	---

UI 4.4 - Datatel Colleague UI 4.4 - TEST - [jadams / Test] - Internet Explorer

transfer Search

**SEARCH RESULTS** NAVIGATION ★ FAVO

Form Search Results for: *transfer*

#	Name	Mnemonic	Application
1	Metadata Transfer Process	METP	UT
2	AR Deposit Term Transfer	ADTT	ST
3	AR Invoice Account Transfer	ARTR	ST
4	AR Payment Term Transfer	APTT	ST
5	Batch AR Acct Transfer Regstr	BATR	ST
6	Batch AR Acct Transfer Update	BATU	ST

# Tabs

## Navigation Tab

- Click the Navigation tab to access a Colleague form by navigating through the Colleague menu structure. Here is where you will find the familiar mnemonic tree menu. \*Note – you no longer need to switch between modules you now have access to any form you have permissions for without switching between modules.

The screenshot displays the 'NAVIGATION' tab selected in a software interface. The top navigation bar includes 'RESULTS', 'NAVIGATION', and 'FAVORITES'. Below the navigation bar, there is a search field labeled 'Application:' with the value 'ST'. The main content area is a list of menu items, each with a right-pointing arrow icon. The items are: Academic Records - AC, Recruitment/Admissions Mgmt - AM, Accounts Receivable - AR, Communications Management - CC, Campus Organizations - CO, Cash Receipts - CR, Curriculum Management - CU, Degree Audit - DA, Person Demographics - DM, Financial Aid - FA, Federal Reporting - FRP, Judicial Affairs - JA, State/Provincial Reporting - SRS, Forms Processing - FO, Faculty Information - FI, Registration - RG, Residence Life - RL, WEB Admin Support - WB, Student Database Utilities - SDU, Suggested Menu Options - SMO, Student Affairs - SAF, Student System Setup - SSS, and Bookstore POS Interface - BKPI. At the bottom right of the list, there is an 'Open' button.

# Tabs

SEARCH RESULTS

NAVIGATION

★ FAVORITES

Favorites  
Tab

- You can save people or forms to your favorites tab and access them by click on the tab. To add a favorite click on the Gold star button in the context area (for person related records), the UI Form Area (for forms), or while in the Favorites panel.

The screenshot displays the 'FAVORITES' tab in a software application. The interface is divided into two main columns: 'People' and 'Forms'. The 'People' column lists two individuals: Daniel Desario and Chuck Tuyen Norris. The 'Forms' column lists two forms: Name and Address Entry (NAE) and Student Profile (SPRO). The top navigation bar includes 'SEARCH RESULTS', 'NAVIGATION', and 'FAVORITES' (highlighted with a gold star), along with a 'Logout' button. A search instruction at the top reads: 'Select one or multiple people. Select a form, or select both people AND a form.' A gold star icon is visible in the top right corner of the content area. At the bottom right, there is an 'Open' button.

# Menus

With UI, menu items are available on the left side of the tool bar (which is just above the form area). These menus provide access to many of the UI controls and features.

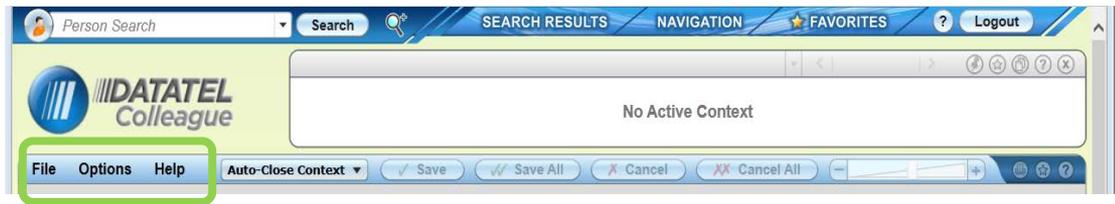


## File Menu

The File menu provides access to the following features (many of these are also available using keyboard shortcuts):

- Save – Save data on the current form
- Save All – saves data on all open forms
- Finish – Saves data on all open forms and closes all open forms
- Cancel - Cancels changes on the current form
- Cancel All – Cancels changes on all open forms
- Detail – Accesses the detail form, or a menu of available forms, from the current field.
- Add Active Form to Favorites – Adds the current form to Favorites
- Print Form – Prints the current form
- Logout – Exits UI

## Options Menu



The Options menu provides access to the following features. Many of these features are also available using keyboard shortcuts:

- Preferences – Accesses the Preference dialog box, where you can change preferences such as the color theme and other user settings
- Clear Search History – Accesses the Clear History dialog box, where you can clear search history, contexts, and form scale values.
- Set Form Scale Default – Sets the global default scale factor for all forms to the current scale factor (set using the slider bar at the top of the UI form area). Forms with individual scale factor overrides are not affected by this global default.
- Clear All Form Scale Values – Clears all individual form scale factors and the global default scale factor. Without these scale values, forms are rendered using a “best fit” algorithm based on the size of the UI window.

## Help Menu

The Help Menu provides access to process the field help for the current Colleague form. It also provides access a list of all keyboard shortcuts and a help about message that provides information such as the current UI version number.

# Context Area



The context area displays information about the current person-related record that you are working with. It can hold person cards, organization cards or both.

The screenshot shows a web application interface with a navigation bar at the top containing "Search", "SEARCH RESULTS", "NAVIGATION", "FAVORITES", and "Logout". Below the navigation bar is a context area for a person named "Haverchuck, Bill" with ID "2075624". The context area displays a profile picture and a table of personal information:

123 Chippewa Falls	Phone: 714-123-4567	Birth Date: 07/30/1982	Where Used: APP,STU
Orange CA 92865, UNITED...	Phone:	Birth Name:	Entry Date: 04/30/14
	Email:	ReunionClass:	Social: xxx-xx-5555

Below the context area is a toolbar with buttons for "Save", "Save All", "Cancel", and "Cancel All". A dropdown menu is open over the "Save" button, showing three options: "Keep Context Open", "Auto-Close Context", and "Keep Context Open".

It is important to remember that if you close out of a form you are not always closing out of the person or organization listed in the context area. You can set your context area to **Auto-Close Context** so that it will close out the record in the context area as you leave each form or you can set it to **Keep Context Open** which will leave the record available and default in on your next form. *Auto-close Context is recommended to assist in limiting errors.*

When multiple cards are loaded into the Context area you can use the Next and Previous buttons to scroll through the cards. You can also select View All to see all cards currently in context.



SEARCH RESULTS      NAVIGATION      FAVORITES      ?      Logout

Select All      Select #:       Open      Remove      Map      Favorites      ?

1		<b>Norris, Chuck T.</b> C/O Jonathan Featherstone... 123 Beach Blanket Babylon ... Rancho Santa Margarit CA ...	<b>1711846</b> Phone: 714-628-4844 Phone: Email: tknguyen79@gmail.com	Birth Date: 12/13/1979 Birth Name: ReunionClass:	Where Used: APP,FIN,FOR,M... Entry Date: 08/04/09 Social: xxx-xx-2222
2		<b>Haverchuck, Bill</b> 123 Chippewa Falls Orange CA 92865, UNITED...	<b>2075624</b> Phone: 714-123-4567 Phone: Email:	Birth Date: 07/30/1982 Birth Name: ReunionClass:	Where Used: APP,STU Entry Date: 04/30/14 Social: xxx-xx-5555
3		<b>Desario, Daniel</b> 555 West St Santa Ana CA 92706, UNITE...	<b>2075625</b> Phone: 714-555-1212 Phone: Email: adams_jennie@rscdd.e...	Birth Date: 04/19/1978 Birth Name: ReunionClass:	Where Used: APP,STU Entry Date: 05/01/14 Social: xxx-xx-2222

*Active Context*

# Window Resizing and Form Scaling



When Colleague displays a form, it resizes to minimize scrolling. You can use the scale slider to resize the current form and make the information larger or smaller as needed.

The screenshot displays the DATATEL Colleague software interface. At the top, there is a navigation bar with 'NAE: Name and Address Entry', 'Search', 'SEARCH RESULTS', 'NAVIGATION', 'FAVORITES', and 'Logout'. Below this is a header section with the DATATEL Colleague logo and a profile picture of Bill Haverchuck. The main content area shows a form for Bill Haverchuck, ID 2075624, with fields for address, phone, birth date, and social security number. A scale slider is highlighted with an orange box, indicating its use for resizing the form. Below the form, there is a menu bar with 'File', 'Options', and 'Help', and a toolbar with buttons for 'Keep Context Open', 'Save', 'Save All', 'Cancel', and 'Cancel All'. The bottom section shows the 'NAE - Name and Address Entry' form with fields for 'Prefix', 'Name LFM', and 'Person ID'.

Haverchuck, Bill		2075624	
123 Chippewa Falls	Phone: 714-123-4567	Birth Date: 07/30/1982	Where Used: APP,STU
Orange CA 92865, UNITED S...	Phone:	Birth Name:	Entry Date: 04/30/14
	Email:	ReunionClass:	Social: xxx-xx-5555

File Options Help Keep Context Open Save Save All Cancel Cancel All

NAE - Name and Address Entry

Prefix  Person ID 2075624

Name LFM

# Resolution Screens

Card View Button

Select All Check Box

Grid View Button

Export to Excel Button

Collapse Button

Input Field

Open Button

The screenshot displays a search results page for 'Person Search Results for Lopez (PERSON)'. The interface includes a search bar at the top, a filter dropdown set to 'Form-less Person Search', and a 'Select All' checkbox. Below the search bar is a table of search results, each row representing a person with their name, ID, social security number, address, source, and date of birth. At the bottom of the table, there is a status bar showing '0 selected' and an 'Export to Excel' button. The interface also features navigation arrows and a page number '1 - 8 of 8315'. Callouts point to various UI elements: 'Card View Button' points to the card view icon, 'Grid View Button' points to the grid view icon, 'Export to Excel Button' points to the Excel icon, 'Collapse Button' points to the expand/collapse icon, 'Input Field' points to the search input field, and 'Open Button' points to the 'Open' button.

Filter:	Form-less Person Search	Select All	+ Add	1 - 8 of 8315
1	<input type="checkbox"/>	Norma Lopez Acevedo	1444 S Birch St Santa Ana CA 92707, UNITED ...	DOB: 11/02/1970 Birth Last: Where Used: APP,PER,STU
2	<input type="checkbox"/>	Patricia Acosta	1301 S. Birch St Santa Ana CA 92707	DOB: 03/17/1968 Birth Last: Where Used: STU
3	<input type="checkbox"/>	Monique S Adam	99 Fair Dr Costa Mesa CA 92628, UNITED STA	DOB: 11/21/1972 Birth Last: Where Used: APP,FOR,PER,STU,APP
4	<input type="checkbox"/>	Veronica Gabriela Adham	14 Del Livorno Irvine CA 92614	DOB: Birth Last: Where Used: PER
5	<input type="checkbox"/>	Luis Octavio Aguilar	1506 N Towner St Santa Ana CA 92706, UNITED ...	DOB: 08/25/1982 Birth Last: Where Used: APP,FOR,PER,STU,FIN
6	<input type="checkbox"/>	Yolanda Aguilera	414 N. Cambridge St. Orange CA 92866	DOB: 10/27/1962 Birth Last: Where Used: FAC,STU,VEN,HRP,EMP,FA.
7	<input type="checkbox"/>	Donte Horacio Alfonso	P.o. Box 4305 Santa Ana CA 92702	DOB: 11/14/1967 Birth Last: Where Used: APP,STU
8	<input type="checkbox"/>	Maria Isabel Alonzo	795 N Shirley Dr Orange CA 92867	DOB: 05/03/1975 Birth Last: Lopez Where Used: APP,STU

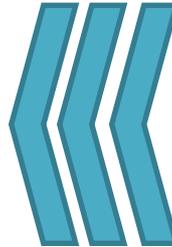
# Views

Search Results for: weld (COURSES)

Filter: COURSES | Select All | + Add | 1 - 8 of 42

1	ID: 16849 Subject: WELD	No.: 008 Title: Oxyacetylene-Arc Welding	Locations: Santa Ana College Start: 08/19/13	End: Status: A
2	ID: 16850 Subject: WELD	No.: 020 Title: Welding Laboratory	Locations: Santa Ana College Start: 08/19/13	End: Status: A
3	ID: 16648 Subject: WELD	No.: 025A Title: Intermediate Arc Weldin...	Locations: Santa Ana College Start: 08/19/13	End: Status: A
4	ID: 16650 Subject: WELD	No.: 025B Title: Intermediate Arc Weldin...	Locations: Santa Ana College Start: 08/19/13	End: Status: A
5	ID: 16617 Subject: WELD	No.: 029A Title: Advanced Arc Welding Le...	Locations: Santa Ana College Start: 08/19/13	End: Status: A
6	ID: 16620 Subject: WELD	No.: 029B Title: Advanced Arc Welding Le...	Locations: Santa Ana College Start: 08/19/13	End: Status: A
7	ID: 16630 Subject: WELD	No.: 029C Title: Advanced Arc Welding Le...	Locations: Santa Ana College Start: 08/19/13	End: Status: A
8	ID: 16667 Subject: WELD	No.: 029D Title: Advanced Arc Welding Le...	Locations: Santa Ana College Start: 08/19/13	End: Status: A

0 selected | Input: | Open | 1 - 8 of 42



## Card View

Allows for photos (people search) in addition to other information about the records.

## Grid View

Results are displayed in spreadsheet format, with the results in rows and columns.

*You can sort the results by column and rearrange the columns.*



Search Results for: weld (COURSES)

Filter: COURSES | Select All | + Add | 1 - 20 of 42

#	Internal Id	Subject	No.	Short Title	Locations	Start Date	End Date	Status
1	16849	WELD	008	Oxyacetylene-Arc Welding	Santa Ana College	08/19/13		A
2	16850	WELD	020	Welding Laboratory	Santa Ana College	08/19/13		A
3	16648	WELD	025A	Intermediate Arc Welding Level	Santa Ana College	08/19/13		A
4	16650	WELD	025B	Intermediate Arc Welding Level	Santa Ana College	08/19/13		A
5	16617	WELD	029A	Advanced Arc Welding Level I	Santa Ana College	08/19/13		A
6	16620	WELD	029B	Advanced Arc Welding Level II	Santa Ana College	08/19/13		A
7	16630	WELD	029C	Advanced Arc Welding Level III	Santa Ana College	08/19/13		A
8	16667	WELD	029D	Advanced Arc Welding Level IV	Santa Ana College	08/19/13		A
9	16634	WELD	039A	Inert Gas Welding Level I	Santa Ana College	08/19/13		A
10	16636	WELD	039B	Inert Gas Welding Level II	Santa Ana College	08/19/13		A
11	16683	WELD	039C	Inert Gas Welding Level III	Santa Ana College	08/19/13		A
12	16638	WELD	040A	Welding Certification Training	Santa Ana College	08/19/13		A
13	16640	WELD	040B	Welding Certification Training	Santa Ana College	08/19/13		A
14	16684	WELD	040C	Welding Certification Training	Santa Ana College	08/19/13		A
15	16686	WELD	041A	Welding Certification Exam Pre	Santa Ana College	08/19/13		A
16	16690	WELD	041B	Welding Certification Exam Pre	Santa Ana College	08/19/13		A
17	16691	WELD	053	Math/Blue Print Reading	Santa Ana College	08/19/13		A
18	14953	WELD	098	Welding Certification Exam Pre	Santa Ana College	09/29/10		A
19	16326	WELD	098	Welding Laboratory	Santa Ana College	05/09/12		A
20	16644	WELD	098	Math/Blue Print Reading for	Santa Ana College	01/11/13		A

0 selected | Input: | Open | 1 - 20 of 42



## Input Field

In both views you can hover over the Input field to view a tooltip that will show the options that can be used in this field.

17	16691	WELD	053	Math/Blue Print Reading	Santa Ana College	08/19/13	A
18	14953	WELD	098	Welding Ce			A
19	16326	WELD	098	Welding La			A
20	16644	WELD	098	Math/Blue			A

Enter records to select in the following format: **1,2-4,7**

Or enter a command:

- FA** - select all records
- A** - add a new record (if available on a form)
- J x** - jump to result number *x*
- S** - enter Sort/Select criteria (if applicable)
- ?** - re-show these search input options

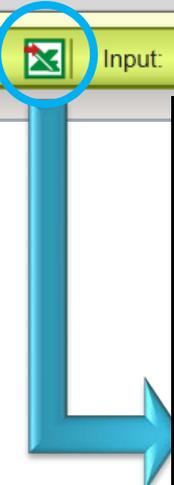
0 selected  Input:   1 - 20 of 42

# Exporting Search Results

Web UI offers the option of exporting the search results to Microsoft Excel. Click the Excel icon. All search results records are exported to a spreadsheet.

14953	WELD	098	Welding Certification Exam Pre	Santa Ana College	09/29/10		A
16326	WELD	098	Welding Laboratory	Santa Ana College	05/09/12		A
16644	WELD	098	Math/Blue Print Reading for	Santa Ana College	01/11/13		A

0 selected  Input:  Open 1 - 20 of 42



JADAMS\_16958\_38387\_EXPORT

	A	B	C	D	E	F	G	H
1	Internal Id	Subject	No.	Short Title	Locations	Start Date	End Date	Status
2	16849	WELD	008	Oxyacetylene-Arc Welding	Santa Ana College	8/19/2013		A
3	16850	WELD	020	Welding Laboratory	Santa Ana College	8/19/2013		A
4	16648	WELD	025A	Intermediate Arc Welding Level	Santa Ana College	8/19/2013		A
5	16650	WELD	025B	Intermediate Arc Welding Level	Santa Ana College	8/19/2013		A
6	16617	WELD	029A	Advanced Arc Welding Level I	Santa Ana College	8/19/2013		A
7	16620	WELD	029B	Advanced Arc Welding Level II	Santa Ana College	8/19/2013		A
8	16630	WELD	029C	Advanced Arc Welding Level III	Santa Ana College	8/19/2013		A
9	16667	WELD	029D	Advanced Arc Welding Level IV	Santa Ana College	8/19/2013		A
10	16634	WELD	039A	Inert Gas Welding Level I	Santa Ana College	8/19/2013		A
11	16636	WELD	039B	Inert Gas Welding Level II	Santa Ana College	8/19/2013		A
12	16683	WELD	039C	Inert Gas Welding Level III	Santa Ana College	8/19/2013		A
13	16638	WELD	040A	Welding Certification Training	Santa Ana College	8/19/2013		A
14	16640	WELD	040B	Welding Certification Training	Santa Ana College	8/19/2013		A
15	16684	WELD	040C	Welding Certification Training	Santa Ana College	8/19/2013		A
16	16686	WELD	041A	Welding Certification Exam Pre	Santa Ana College	8/19/2013		A

# Report Printing

## Report Page Navigation

This area shows you how many pages are within the report and allows you to click through to the next page, first page or last page.

## Save As

Saves a copy of the report to your network or local hard drive. You will be asked to name the file and path.

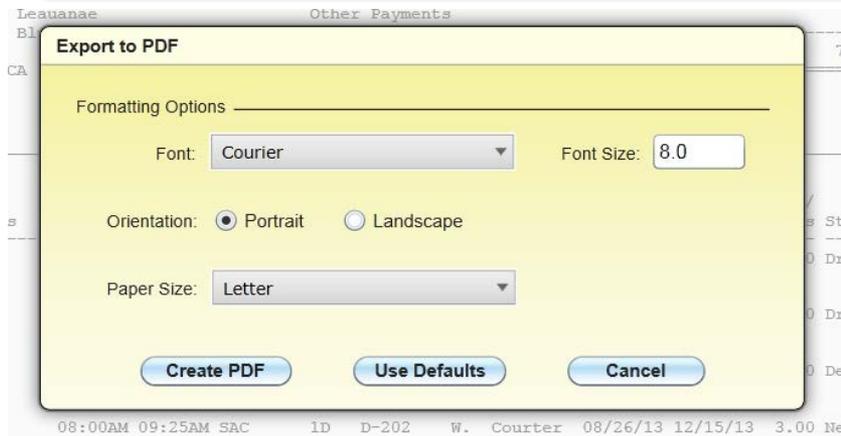


## Export PDF

Exports the report as a PDF file. When you select this option Export PDF dialogue box is displayed and various formatting options for PDF file. The formatting options are not saved for future UI sessions.

## Print Remote

Allows you to print to a network printer without downloading to your computer.



## Table Controller

Within a form a multi-value field you will now see a Table Controller appear when you click on those fields. This tool will make moving through the list of items easier. Scroll buttons allow you to move from record to record or directly to last or back to first. You can view the pages/fields in the list and you can export the items to excel.

Excel Export

Click and hold on "page" to slide the controller across the fields for better viewing.

Program	Pgm	Level	Status	Date		Page 1 of 21
1 SCC.ACAAT.CA	No	CC	Active	12/12/13		Continuing S
Student Types/Date	1	RGLR Regular Student		11/01/13		

Scroll Buttons

# User Preferences

You can set your personal preferences for UI on the Preferences dialog box. Changes to these preferences apply to your user profile only.

To access the Preferences dialog box, click on Options → Preferences from the menu bar.

Click on the Layout & Colors section to change:

- **Color Theme:** Various color themes are available for selection.
- **Form Background Color:** Select one of the available background colors for UI forms

The screenshot shows the 'Preferences' dialog box with the 'Layout & Colors' section expanded. The 'Color theme' dropdown is set to 'Ocean View'. Below it, there are two preview windows showing the application interface with the 'Ocean View' theme applied. The 'Form Background Color' section has three radio button options: 'Light', 'Medium (Default)' (which is selected), and 'Dark'. At the bottom of the dialog, there are four buttons: 'Restore Default Settings', 'OK', 'Cancel', and 'Apply'.

## Standard LookUp Shortcuts

Example Scenario	LookUp Prompt Entry	Hints
The last record that you displayed during this login session.	The 'at' sign (@)	The "at" sign allows you to retrieve the last form-appropriate record that you displayed in most, but not all, cases.
A list of all records appropriate for this form.	An ellipsis (...)	Due to the size of the Person and Organization LookUp, the ellipsis is not supported for these files.
A list of fields in the file that contains the records that you are seeking.	A semicolon (;)	You can use the field names to construct a query statement to look for a record.
All records in which a specific field contains a value (that is, the field is not blank).	<p><b>;fieldname</b></p> <p>For example, on the Approvals Needed (APRN) form in the Colleague Finance Accounts Payable Module, to see a list of approval records for individuals who are limited in the purchase order amount they may approve, enter the following:</p> <p><b>;apprv.po.max.amt</b></p>	

## Standard LookUp Shortcuts *cont'd*

Example Scenario	LookUp Prompt Entry	Hints
<p>All records in which a specific field's value matches a particular string.</p>	<p>; fieldname string            For example, on the APRN form in the Colleague Finance Accounts Payable module, to see a list of approval records for individuals who can approve up to \$10,000 on a purchase order, enter the following:            ; appr.v.po.max.amt            10000</p>	<p>With the exception of a person's name, multiword values must be enclosed within double quotes.            You can also look for multiple values at one time. For example, to see a list of approval records for individuals who can approve up to \$10,000 or up to \$15,000 on a purchase order, enter the following:            ; appr.v.po.max.amt            10000 15000</p>
<p>All records in which a specific field's value begins with a particular string.</p>	<p>; field string...            For example, on the Job Skill Definition (JSKL) form in the Colleague HR Personnel module, to see a list of all job skill definitions whose descriptions begin with the word "Typing" or "Type", enter the following:            ; jsk.desc Typ...</p>	<p>Use this option when you are not sure how the item you are looking for is spelled or worded but you know how it starts.            Remember that text values, such as "Typ," are often case-sensitive.</p>
<p>All records in which a specific field's value ends with a particular string.</p>	<p>; <b>fieldname ...string</b>            For example, on the JSKL form in the Colleague HR Personnel module, to see a list of all job skill definitions whose descriptions end with the word "Wpm," enter the following:            ; <b>jsk.desc ...Wpm</b></p>	<p>Use this option when you are not sure how the item you are looking for is spelled or worded but you are fairly certain about how it ends.            Remember that text value such as "Wpm," are often case-sensitive.</p>

## Custom Lookup Shortcuts

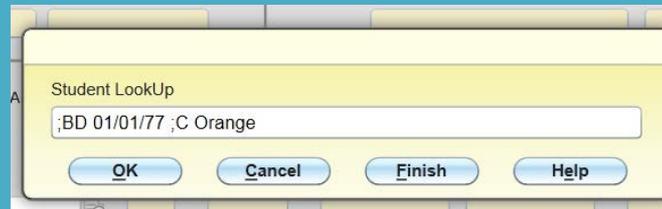
Several look ups shortcuts have been created to aide in the process. When searching on a particular form with these shortcuts simply enter a semi colon ; then the short cut then the data.

Example: A short cut on the person file is birthdate. The short cut is BD.  
The look up would be:  
;BD 01/05/77



A screenshot of a 'Student LookUp' dialog box. The title bar reads 'Student LookUp'. Below the title bar is a text input field containing the text ';BD 01/01/77'. At the bottom of the dialog box are four buttons: 'OK', 'Cancel', 'Finish', and 'Help'.

You can also join short cuts in the lookup to search for multiple values.  
Example: A birthdate of 01/01/77 and lives in the city of Orange  
The lookup would be:  
;BD 01/01/77 ;C Orange



A screenshot of a 'Student LookUp' dialog box. The title bar reads 'Student LookUp'. Below the title bar is a text input field containing the text ';BD 01/01/77 ;C Orange'. At the bottom of the dialog box are four buttons: 'OK', 'Cancel', 'Finish', and 'Help'.

# Custom Lookup Shortcuts

Continued

File	Description	Shortcut
ACAD.PROGRAMS	Start Date End Date Degree Locations	SD ED DG LO
ADDRESS	Zip Code City State Country County	X2 X3 X4 X5 X6
CORP	Source Class Soundex Partial Name Address City State Zip Country	S Y LN PN A C ST Z F
CORPFOUND	Source Class Soundex Partial Name Address City State Zip Country	S Y LN PN A C ST Z F

# Custom Lookup Shortcuts

Continued

File	Description	Shortcut
COURSE.SECTIONS	Locations Term Subject Course Number Select Start Date Select End Date Synonym Academic Level Building Faculty GL Number	LO TM SU SC ST EN S AL BG FA GL
COURSES	Locations Subject Terms Offered Course Start Date Course End Date	LO SU TR ST EN
ORG.PERSON	Sources Class Address City State Zip Country SSN Status Alien ID Alternate ID	S Y A C ST Z F SS PS AL AID

# Custom Lookup Shortcuts

Continued

File	Description	Shortcut
PERSON	Source Class Address City State Zip Country SSN Status Alien ID Alternate ID Birth Date	S Y A C ST Z F SSN PS AL ALT BD
STAFF	Source Class Address State Zip Country SSN Status Alien ID Alternate ID	S Y A C ST Z F SS PS AL AID

# Keyboard Shortcuts

## Non-form shortcuts

These short cuts are available when your curser is not within a UI form.

- Change focus to search box (toggles between Person and Form search): **Ctrl+Shift+S**
- Show Search Results panel: **Ctrl+Alt+R**
- Show Clear History dialog box: **Ctrl+Alt+T**
- Show Advanced Person Search dialog box: **Ctrl+Alt+A**
- Show Navigation Panel: **Ctrl+Alt+N**
- Show Favorites Panel: **Ctrl+Alt+F**
- Exit/Logout: **Ctrl+Alt+L**
- Show Help (for current UI area in focus): **Ctrl+Alt+H**
- Show Keyboard Shortcuts: **Ctrl+Alt+K**
- View all records in Context Area (card selector drop-down): **Ctrl+Shift+A**
- Close current record in Context Area: **Ctrl+Shift+X**
- Close all records in Context Area: **Ctrl+Alt+X**
- Add current record in Context Area to Favorites: **Ctrl+Shift+V**
- Add all records in Context Area to Favorites: **Ctrl+Alt+V**
- Go to next record in Context Area: **Ctrl+Shift+N**
- Go to previous record in Context Area: **Ctrl+Shift+R**
- Close open panels (and return to the main UI window): **Esc**

*Note: Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.*

# Keyboard Shortcuts

## Form shortcuts

These keyboard shortcuts are available only when working within a UI form (alternative keystroke combinations are separated by |). Most of these commands are also accessible with the mouse from the UI form menu.

- Move to the next field: **Tab**
- Move to the previous field: **Shift+Tab**
- Open a drop-down list to select a value: **Down Arrow**
- Scroll through the values in a drop-down list: **Up/Down Arrow**
- Select the highlighted value in the drop-down list: **Enter**
- Move forward one row in a table: **Down Arrow \***
- Move back one row in a table: **Up Arrow \***
- Move forward one page in a table: **Page Up**
- Move backward one page in a table: **Page Down**
- Move to the previous form: **Ctrl+Page Up** (Windows) | **Command+Page Up** (Mac)
- Move to the next form: **Ctrl+Page Down** (Windows) | **Command+Page Down** (Mac)
- Move to the beginning of the current field: **Home**
- Move to the end of the current field: **End**
- Move to the first row of a table: **Ctrl+Home**
- Move to the last row of a table: **Ctrl+End**

# Keyboard Shortcuts

## Form shortcuts

Continued

- Field insert in a table: **Insert**
- Field delete in a table: **Ctrl+Alt+D**
- Cancel from current form: **F8**
- Cancel from all forms: **Shift+F8**
- Finish from current form: **Ctrl+F9** (Windows) | **Ctrl+9** (Mac)
- Save current form: **F9** | **Ctrl+0** (zero, not the letter o)
- Save all open forms: **Shift+F9** (Windows) | **Ctrl+8** (Mac)
- Detail: **F2**
- Print active form: **Ctrl+Alt+P**
- Help: **Ctrl+Alt+H** | **F1** (shows help for area currently in focus; **F1** may not work in all instances)
- Change focus to UI Form Menu Bar (then use tab and arrow keys to access menu items): **Ctrl+U**
- Show Keyboard Shortcuts: **Ctrl+Alt+K**
- Read all Inquiry fields on a form (with screen reader software): **Ctrl+Alt+I**

\*If the current field within a table has a drop-down list, use **Down Arrow** to open the list, **Up/Down Arrow** to move up and down within the list, and **Ctrl+Up** or **Ctrl+Down** to move back or forward one row.

The End

