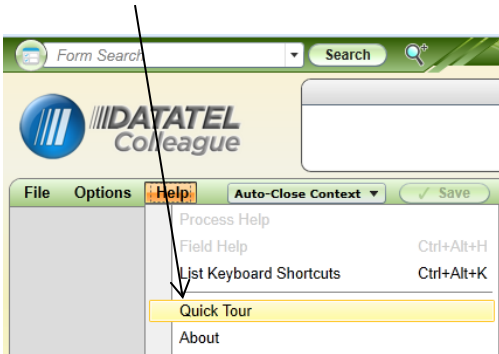


UI WEB TIPS AND TRICKS

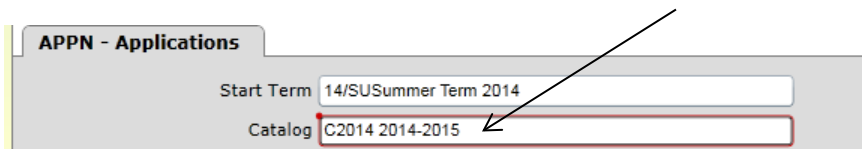
To get started, view the Quick Tour video (less than 8 minutes long) for an overview of UI Web. This option appears the first time you log in to UI Web.

If the Quick Tour doesn't appear automatically, select it from the Help menu.

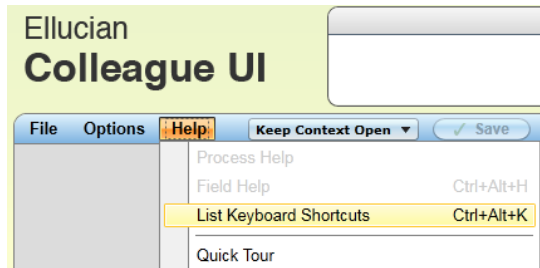


Following are helpful things to know when working in UI Web:

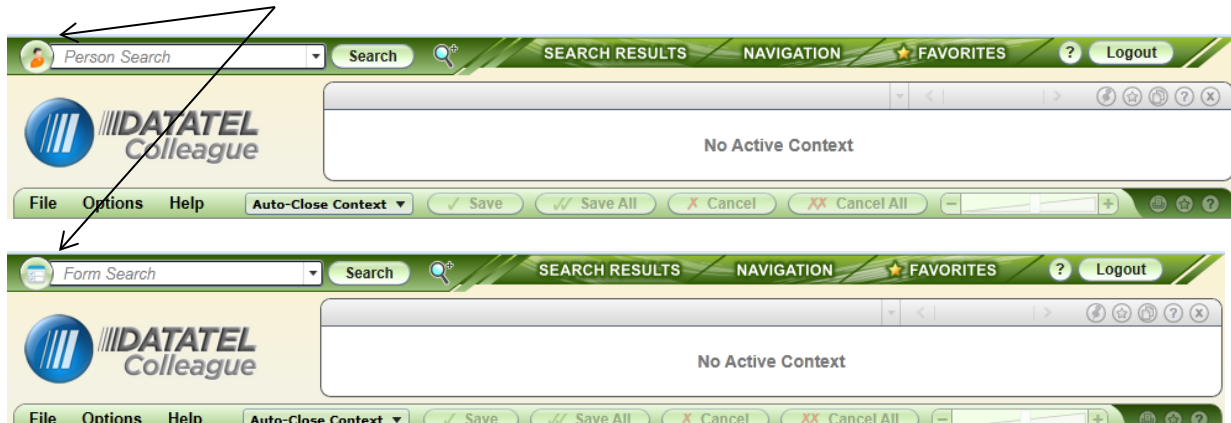
- To delete the contents in a field, highlight the contents of the field, and then hold the <Ctrl><Alt>D keys down at the same time. For example, to delete the Catalog year, highlight "C2014 2014-2015", and then press the <Ctrl><Alt>D keys.



A complete list of keyboard shortcuts is available from the Help menu.

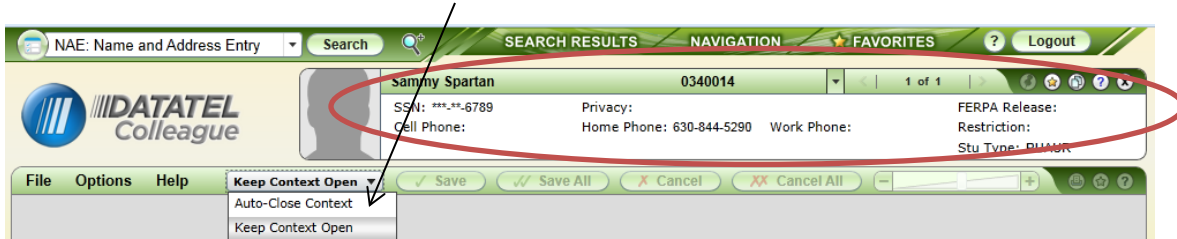


- Click on the circle to switch between person search and form search.



UI WEB TIPS AND TRICKS

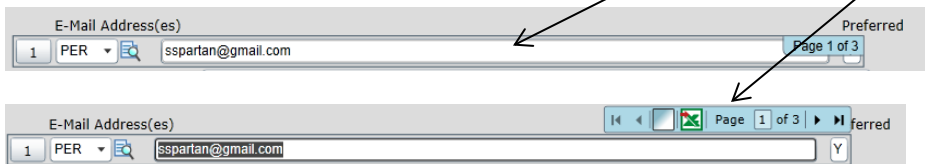
- By default, a person lookup will stay open in the context area (circled). To change this default, go to the drop-down box and select Auto-Close Context. You can switch between the two choices.



- To close the Active Context record, click on the X.



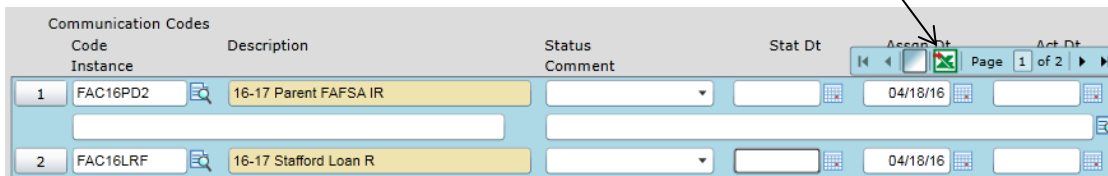
- To scroll through rows in a list, right-click inside one line of the rows and the scroll bar appears.



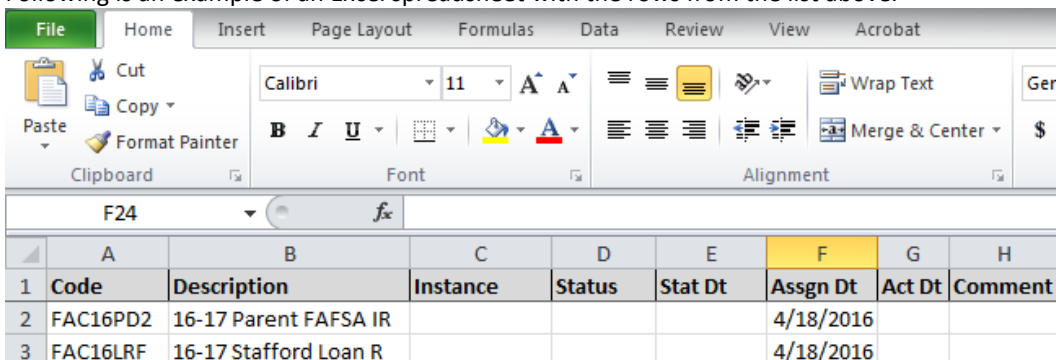
If the scroll bar is in your way, click on the bar, holding down the left mouse button, and slide the bar to the left or right.



The scroll bar has the option to export all of the rows to Excel. Click on the Excel icon which opens an Excel spreadsheet containing the contents of the rows in this list.



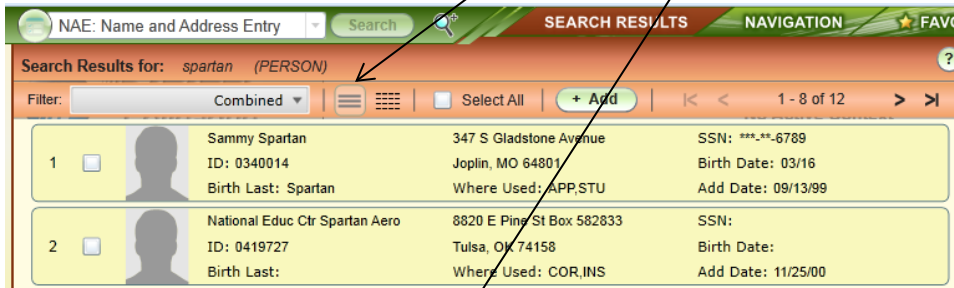
Following is an example of an Excel spreadsheet with the rows from the list above.



UI WEB TIPS AND TRICKS

- When performing a lookup, switch between Card View and Grid View to view the entries in a different format.

CARD VIEW:



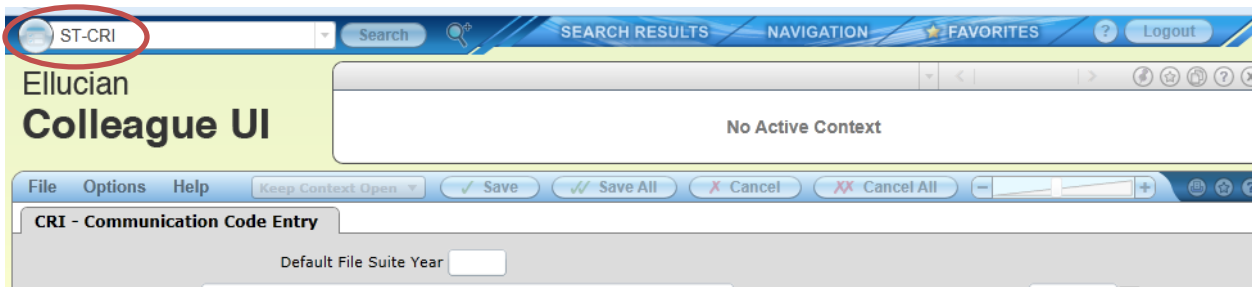
GRID VIEW:

#	Name	ID	Birth Last	Address Line	Address CSZ	Where Used
1	Sammy Spartan	0340014	Spartan	347 S Gladstone Avenue	Joplin, MO 64801	APP,STU
2	National Educ Ctr Spartan Aero	0419727		8820 E Pine St Box 582833	Tulsa, OK 74158	COR,INS

- To close a list of lookup results without selecting one, click on the double up arrow at the bottom of the page.

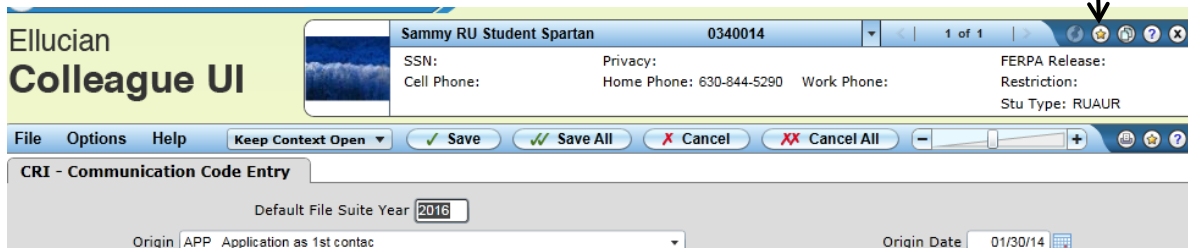


- Processes related to correspondence such as printing letters, sending email, or noting a document received from a student are called Communication Management processes. Many of these require you to enter "ST-" before the form name (e.g., ST-CRI, ST-DOC). This also may be required for other forms if they don't display when you enter only the form name.

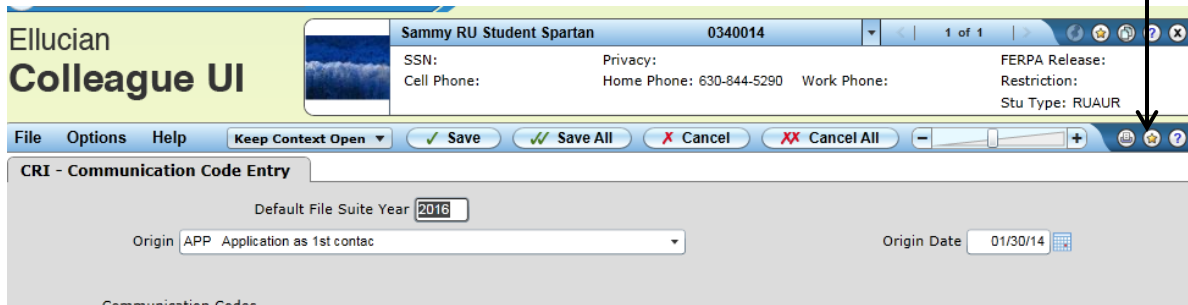


UI WEB TIPS AND TRICKS

- You can save a person to Favorites by clicking the gold star in the Context Area.



- You can save a form to favorites by clicking the gold star in the UI Form Area



Click the Favorites tab to access your saved Favorites.

