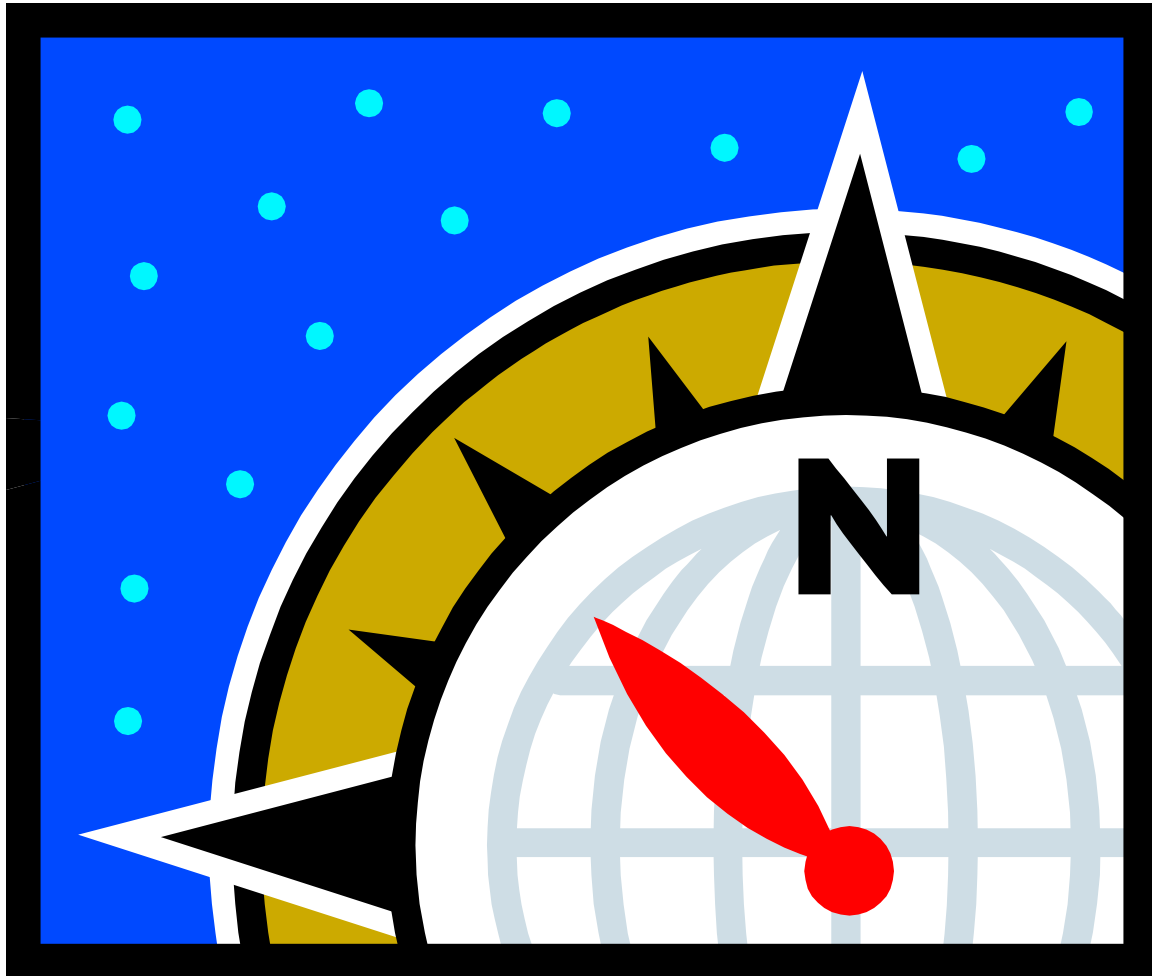


# Colleague User Interface

## Basic Navigation



User Guide

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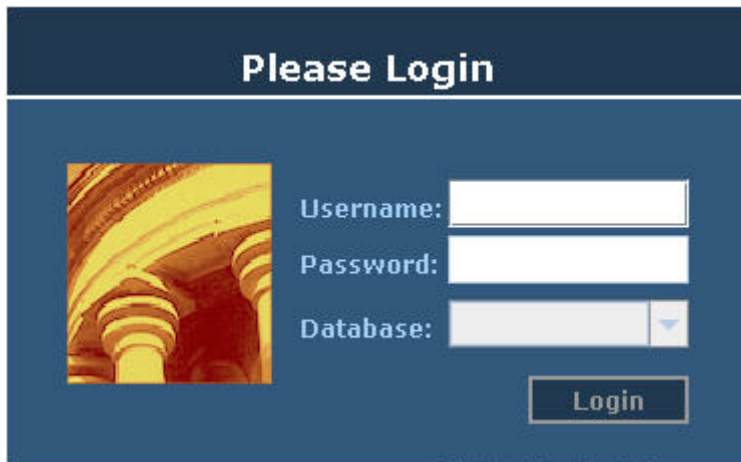
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## Logging On to Colleague GUI

Open a web browser.

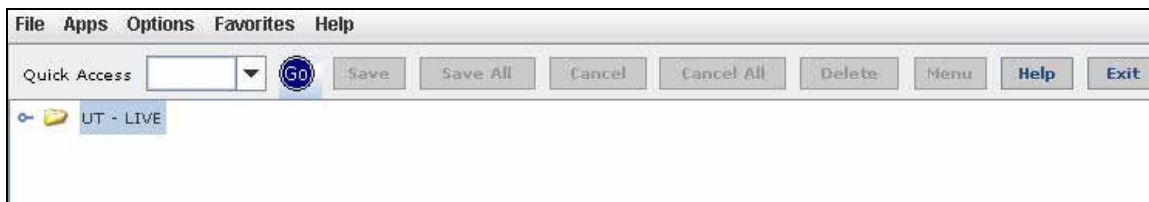
Type the text below in the address line of the browser:  
Webui.twu.edu

The following login screen will appear. Enter a portal username and password in the fields provided.

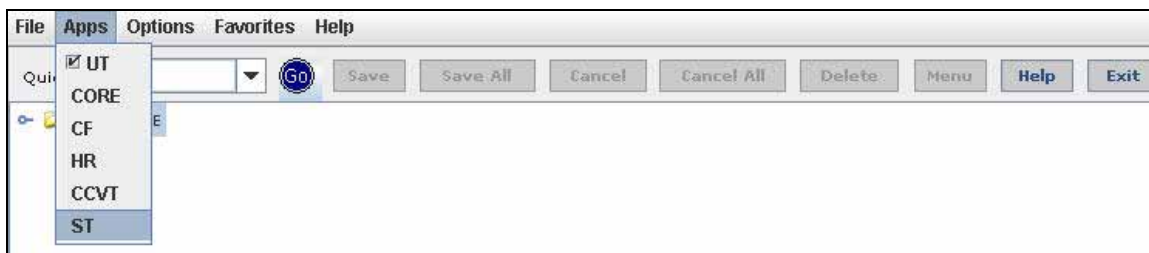


Select the LIVE or Test database and click on the Login button.

This is a snapshot of the main Colleague screen.



Click on the Apps menu and select ST for student system.



## Navigating the Colleague Screen

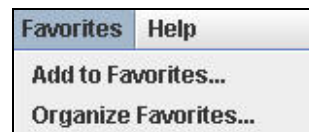
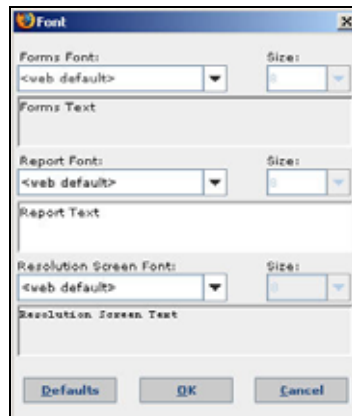
**Menu Bar** – Includes the following options: File Apps Options Favorites Help

**File:** Under the File menu are the *Run* and *Exit* options.

- *Run* will call up a dialog box where you can type in the mnemonic that you wish to execute.
- *Exit* is a way to close Colleague; you may also close by using the Exit button.
- Also under the File menu is a listing of the last ten forms you accessed. Once you are in a form, the options under the File menu change and include: *Save, Cancel, Close, Save All, Cancel All, Record Delete, Field Delete, Detail and Direct Access.*

**Apps:** You may switch between applications in Colleague with this menu. The application with a check mark next to it is the current application being used.

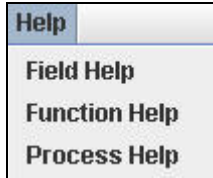
**Options:** Here you may change fonts and colors.



**Favorites:** This tools bookmarks specific mnemonics.

- Add to favorites allows users to bookmark specific forms.
- Organize Favorites allow users to create folders and organize forms.

**Help:** Here you may access Field Help, Function Help and Process Help.



- *Field Help* – explains the purpose of a data field.
- *Function Help* – displays commonly used keyboard shortcuts.
- *Process Help* – explains the purpose of a form.

**Tool Bar** - Includes the following icons:



*Save:* This is a way to save changes made to a Colleague screen.

*Save All:* This is a way to save on multiple forms at one time.

*Cancel:* This is a way to exit a form while canceling any changes.

*Cancel All:* This is a way to cancel changes on multiple forms at one time.

*Delete:* This is a way to delete a record.

*Menu:* Displays the tree menu.


*Help:* Displays help for the field where the cursor is located.


*Exit:* Exits Colleague.

**Address Bar** – Allows for entry of a specific mnemonic.



**Tree Menu Icons** –

 Folder Icon - This icon represents a folder that can be opened and contains forms.

 Maintenance Icon – This icon appears next to forms where you may maintain information.

 Inquiry Icon – This icon appears next to forms that are read-only.

 Report Icon – This icon appears next to Datatel-delivered reports.

## Accessing Forms / Mnemonics

Options for accessing a form include:

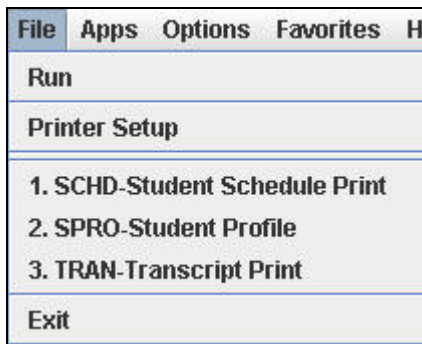
1. Use the Address Bar to type in the mnemonic (you must be in the correct Application, ST, UT, etc.) or choose one of your last 10 mnemonics accessed.



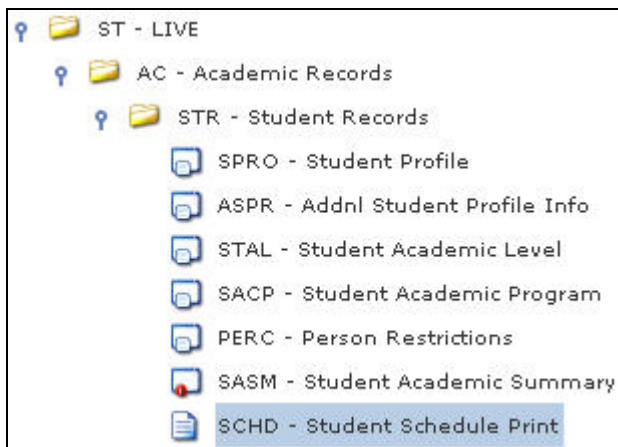
2. From the File menu, choose Run which will call up a dialog box where you can type in a mnemonic.



3. From the File menu, choose on of the ten forms most recently accessed.




4. Use the Tree menu to locate the module, submenu and form desired.





- Use the Favorites menu option to create favorite mnemonics that may be accessed using the Favorites menu.





## Form Navigation

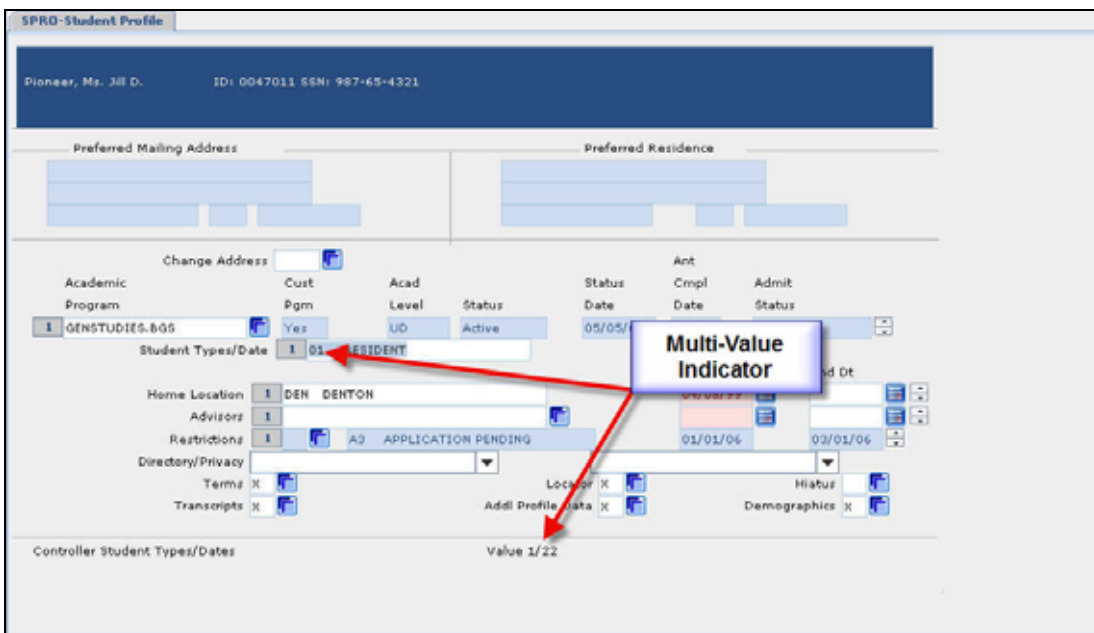
**Detail Button**  A Detail button will create a tab sequence where you move from one form to another form within Colleague, retaining the record you are working with.

**Drop Down**  A Drop Down button will allow you to see the possible code choices for the validation code table.

**Scroll Bar**  You may click on the arrows to go up and down within a multi-value field.

**Calendar**  A Calendar button is used to choose a date from a pop up calendar.

**Multi-Value Indicator**  This represents a multi-valued field. The number at the bottom indicates the location and total number of lines in the field. Example: Value 1/22 denotes you are on line 1 out of 22 total lines.



## Field Delete

Options for deleting information in a field are listed below. You must be in the field you wish to delete.

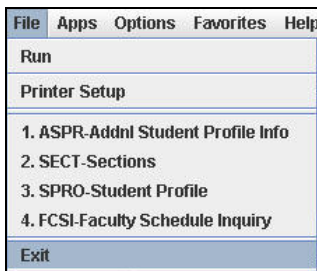
1. Choose Field Delete from the File menu.
2. Choose Field Delete from the Edit menu.
3. Use the <F4> function key.
4. Use Ctrl + D

## Closing a Colleague Session

You cannot close a Colleague session while you are in a form. You must save or cancel out of the form before you can close session.


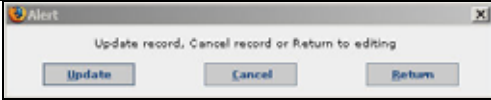
Options for closing a Colleague session:

1. Choose Exit from the File menu.



2. Click on the Exit button  on the Tool bar.

## Special Function Keys

Key	Title	Description
F1	Field Help	Press <F1> to display a help message for the field that you are in. Press More to see long help message.
Shift-F1	Process Help	Press <Shift> + <F1> to display a general overview of the process. Use scroll bar to scroll through the help.
F2	Detail	Press <F2> to detail a field. The field must be designated with a  symbol.
F3	Field Insert	On a multi-valued field will insert a value prior to the value showing.
F4	Field Delete	Deletes the entire field.
F6	Element Forward	Moves the cursor forward to the next element within a field – element by element
F8	Direct Access	F8 will prompt you to update, you will then be prompted to enter the mnemonic for the screen you wish to access and click OK.
Shift-F8	Cancel	Cancels all changes made to the current record in the screen being used.
F9	Finish/End	<p>Displays  Update saves all changes to the current or previous screen. Cancel aborts and no changes are saved. Return to return to the form with no changes saved.</p>
F10	Updated	Saves the current record, keeping all changes, clears the screen and prompts you for a new record.