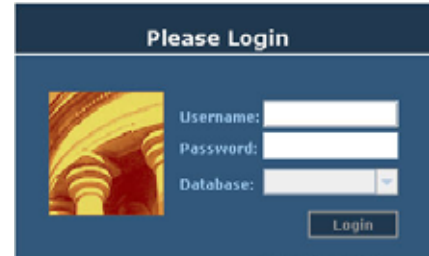




Navigating Colleague Web

Logging On to Colleague GUI

1. Open **Internet Explorer** or any other web browser
2. Type the following into the address line:
<http://webui.twu.edu>
3. The logon screen will appear
4. Next to **Username:** enter your portal username
5. Next to **Password:** enter your portal password
6. Select the **LIVE** database
7. Click the **Login** button



Switching Between Applications

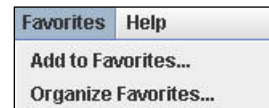
1. The main Colleague screen will appear
2. Click **Apps** on the Menu Bar
3. Select **ST** for student system



Navigating the Colleague Screen

◆ **Menu Bar** includes the following options:

- **File Menu:**
 - **Run:** opens a dialog box to directly enter a desired mnemonic.
 - **Printer Setup:** opens the print setup dialog to choose a different auxiliary printer.
 - **Exit:** closes Colleague.
 - A listing of the last ten forms 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 Menu:** Switches between applications in Colleague with this menu. The current application is marked with a check.
- **Options Menu:** Opens the font and colors dialog boxes to customize fields.
- **Favorites Menu:** Bookmarks specific mnemonics.
 - **Add to Favorites:** creates new bookmarks to specific forms.
 - **Organize Favorites:** creates folders and organizes forms.
- **Help:** Provides context specific 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:** saves changes made to a Colleague screen.
- **Save All:** saves multiple forms at one time.
- **Cancel:** exits a form while canceling any changes.
- **Cancel All:** cancels changes on multiple forms at one time.
- **Delete:** deletes a record.
- **Menu:** Displays the tree menu.
- **Help:** Displays help for the field where the cursor is located.
- **Exit:** Exits Colleague.

- ◆ **Address Bar:** Enter a specific mnemonic to access it directly from any location.



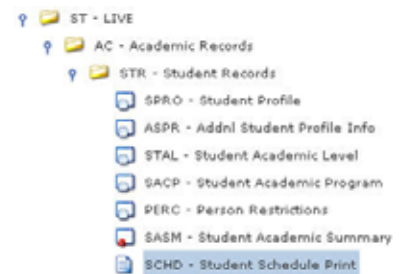
- ◆ **Tree Menu Icons**

- ◆ **Folder Icon:** a folder that can be opened and contains forms.
- ◆ **Maintenance Icon:** forms where information is entered and maintained.
- ◆ **Inquiry Icon:** forms that display read-only information.
- ◆ **Report Icon:** Datatel formatted reports.

Accessing Forms / Mnemonics

There are several ways to access the various forms:

- Use the **Address Bar** to type in the mnemonic or choose one of your last 10 mnemonics accessed.
- From the **File menu**, choose **Run** a dialog box displays to type in a mnemonic.
- From the **File menu**, choose on of the ten most recently accessed forms.
- Use the Tree menu to locate the desired module, submenu and form.
- Use the Favorites menu option to create favorite mnemonics that may be accessed using the Favorites menu.



Form Navigation

- ◆ **Detail Button:** provides detailed information on the current record by drilling-down into the database and displaying information on subsequent screens.
- ◆ **Drop Down:** displays all possible code choices for the field.
- ◆ **Scroll Bar:** click the arrows to go up and down within a multi-value field.
- ◆ **Calendar:** displays a pop up calendar to choose a date.
- ◆ **Multi-Value Indicator:** represents a multi-valued field. The number at the bottom indicates the current 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

Choose one of the following options to delete information from a field:

- Go to the **File Menu** and select **Field Delete**
- Go to the **Edit Menu** and select **Field Delete**
- Press the **<F4>** key on your keyboard.
- Press **<Ctrl+D>** on your keyboard
- If it is a Multi-Value field, then click the **Multi-Value indicator**

Note: These steps will delete the information only in the current field.


Closing a Colleague Session

Choose one of the following options to close a Colleague session:

- Go to the **File Menu** and select **Exit**.
- Click the **Exit** button on the **Tool bar**.

Note: You must save or cancel out of all forms before closing a session.

Special Function Keys

Key	Title	Description
F1	Field Help	Displays a help message for the current field.
Shift+F1	Process Help	Displays a general overview of the process.
F2	Detail	Views the details of a field. The field must be designated with a  symbol.
F3	Field Insert	Inserts a value on a multi-valued field.
F4	Field Delete	Deletes the entire field.
F6	Element Forward	Moves the cursor forward to the next element
F8	Direct Access	Saves the current record, displays an update prompt, and then prompts for a new mnemonic.
Shift+F8	Cancel	Cancels all changes made to the current record.
F9	Finish/End	Displays an update prompt: <ul style="list-style-type: none">• Update saves all changes and closes the screen.• Cancel aborts all changes as closes the screen• Return returns to the form without saving changes.
F10	Update	Saves the current record, keeping all changes, clears the screen and prompts for a new record.