Ellucian Colleague WebUI 4.4

Table of Contents

Datatel User Interface 4.4 ................................................................. 1
Interface ......................................................................................... 4
Function Keys ................................................................................. 7
Navigation ......................................................................................... 8
Favorites ............................................................................................ 9
Example of EVAL (Evaluate Student Program) .................................... 11
Printing with Printkey-Pro ................................................................. 13
Addendum - Using the Import Feature of User Interface .............................. 14
Introduction:

User Interface 4.4 is a web-only interface to Ellucian’s Colleague system. With this interface you use your mouse and pull-down menus to navigate the screens. The desktop version of the application will no longer be used.

Note: For those who still wish to use function keys, this feature will still be available in a slightly modified format. (See Page 8)

You can STILL USE THE “@” SIGN to recall the last used student number, course number, etc.

Log In:

Open a web browser such as Internet Explorer, Google Chrome or Mozilla Firefox. Type the address https://webui.bucks.edu:444/UI%20Client/index.htm in the address bar. New college issued computers will have a shortcut on the Desktop to access User Interface 4.4. You can also access the Ellucian Colleague WebUI from MyBucks under the Apps for Employees section on the right side of the page.

Note: You must enable popups in your browser in order to use the new Colleague web interface.
The privacy agreement now displays on the main screen before logging in. Click **Begin** to start the Colleague session.

Type in your Datatel User ID and password and click **Login**.
Interface

The new Colleague WebUI 4.4 is very different than previous versions of Datatel. Instead of accessing mnemonics in the main window as in previous versions, all applications are listed under the Navigation tab. To switch between applications, click the Navigation tab, then choose the appropriate option from the Application drop down menu.

1. **Quick Access** has been replaced with **Form/Person Search** in the upper left hand corner. Simply type a four letter mnemonic or its application name. For instance, typing **SPRO** or **Student Profile** will bring up the appropriate application.

You can also search for a single word or multiple words, such as **Schedule** and any forms that contain the word “Schedule” will be displayed. The mnemonic will now be available in the history of the **Form Search** drop down list. **Note**: You no longer need to switch between applications (ST, HR, CF, UT) to access forms from different areas.
2. Clicking the round button next to **Form Search** will bring up **Person Search**.

![Form Search and Person Search buttons](image)

3. To bring up a student record, type in the student number, social security number, or first and last name. Click the **Search** button to proceed. Just like the Form Search, any search criteria will appear in the drop down list for easy access in the future. After searching by name, a list of results will appear in the **Search Results** tab. Notice the **Search Results** button has changed from blue to green indicating it is the active screen.

![Search Results window](image)

4. After placing a check next to the desired record, the **Open** button at the bottom will become available. Additionally, double clicking on the record will quickly open it. You can also type the number of the record in **Select #:** and click **Open**. In this search, Dummy Record is 2.

![Open button and search results](image)

5. The Search Results window closes and the student record now appears in the upper right as the **Active Context**. Only basic information is listed in this preview, such as phone number and birth date. To access more information about the current record, switch back to the Form Search view by clicking the round button next to Person Search, then type in the desired mnemonic.

![Active Context and Form Search](image)
User Interface 4.4 Structure

There are three categories in this window-based interface.

1. Menus – These are the main Datatel modules that are represented by folders. A “▶” sign to the left the folder indicates that there are other submenus under this module. The modules are normally 3 letter mnemonics.
   Example: ST → AC → STR (for Student Term Information)

2. Submenus – These are submenus of the main folders. Next to these folders a “▼” sign will appear. There are normally 4 letter mnemonics required to process or run reports in Datatel.
   Example: XRAR, SPRO, etc.

3. Forms – These group and categorize functions in Datatel. Each form has an icon next it representing its processing mode.

   - Folder - ▶ ▼ Represents a Main Menu or a Submenu.
   - Maintenance - □ Represents a Maintenance form where data can be entered, changed and updated. Example: changing a student’s address or name.
   - Inquiry – ▶ These are Inquiry forms where information can only be viewed and not updated. They are read only records.
   - Reporting – ▶ These forms are represented by a Reporting icon which allows you to generate reports.
   - Processing – ▶ These forms are represented by an arrow icon which allows you to be in a program that manipulates a student record or a group of records. Example: ARAI – posting of student payments.
# Function Keys

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F1 – Help</strong></td>
<td>Use this key when you need help in a particular field.</td>
</tr>
<tr>
<td><strong>F2 – Detail</strong></td>
<td>This is the Detail Key. It allows you to view additional information in a particular field. Press “F2” or click on the blue magnifying glass. This will take you to the next screen.</td>
</tr>
<tr>
<td><strong>Shift, F8 – Cancel</strong></td>
<td>This will cancel your request and leave you in the same screen to look up another student or course.</td>
</tr>
<tr>
<td><strong>F9 – Close</strong></td>
<td>This is your Finish key. This will take you back to the main window menu.</td>
</tr>
<tr>
<td><strong>Shift, F9 – Exit Key</strong></td>
<td>Performs the same function as the F9 key. This will return you to the main window menu.</td>
</tr>
<tr>
<td><strong>F10 – Save</strong></td>
<td>This is your Update key. This will leave you in the same screen and allows you to view another student or course.</td>
</tr>
<tr>
<td><strong>TAB</strong></td>
<td>Use this key to move from field to field.</td>
</tr>
</tbody>
</table>

There is no Field Jump Key in this Interface. In order to jump to a particular field, you will need to use your mouse. Just point and click into the field you want.

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<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td><strong>Save</strong> – Updates/refreshes the screen. The save button is your finish key and will take you to the next step.</td>
</tr>
<tr>
<td><img src="image" alt="Save All" /></td>
<td><strong>Save All</strong> – Updates/refreshes all open screens and returns you to the main menu.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel" /></td>
<td><strong>Cancel</strong> - Cancels the process you are in and returns you to the main menu.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel All" /></td>
<td><strong>Cancel All</strong> – Cancels all processes at once and returns you to the main menu.</td>
</tr>
<tr>
<td><img src="image" alt="Scale Factor" /></td>
<td><strong>Scale Factor</strong> – Slide the scale to the right to increase the size (zoom in) of the active form.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td><strong>Help</strong> – When the cursor is in a certain field such as a name, address, program of study, etc., click the question mark button for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Logout" /></td>
<td><strong>Logout</strong> – Click Logout located in upper right hand corner of the screen. You can also click “File” then “Exit”.</td>
</tr>
</tbody>
</table>
Navigation

There are 4 ways to navigate through the system.

1. Enter the Mnemonic in the Quick Access box. Example: SPRO (other examples are SROS, XRAR, EVAL).

<table>
<thead>
<tr>
<th>Help Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUNCTION HELP</td>
<td>Lists the available keystrokes to use, ie. Function keys such as F2, F8, F9, etc. You can use these instead of the mouse to navigate through the screens.</td>
</tr>
<tr>
<td>FIELD HELP</td>
<td>If your cursor is in a certain field such as a name, address, program of study, etc., you can select field help for more information.</td>
</tr>
<tr>
<td>PROCESS HELP</td>
<td>Lists documentation and help for a process.</td>
</tr>
</tbody>
</table>
Favorites

1. **Favorites** in Colleague 4.4 are now set up along the top portion of the screen. In this version, people and forms can be added to the favorites menu.

![Favorites Menu](image)

2. To add a person to the favorites menu, click on the yellow star at the top of the Active Context view.

![Add Person](image)

3. By default, the **People Favorites** folder will contain all newly added favorites. Create a new folder to further organize groups of people by a common theme. Click **Add**.

![Add to Favorites](image)
4. To add a mnemonic (such as SPRO) as a favorite, click the yellow star in the upper right hand corner of the currently open application.

5. Again, you can create a new folder to further organize groups of forms by a common theme. Click Add.

6. The newly added favorite will now appear under the forms section.
Example of EVAL (Evaluate Student Program)

1. Type the mnemonic EVAL for a student evaluation.

2. At the Student Lookup Dialog Box, type in the Student ID #, Social Security Number or the student’s name. Press Enter.

3. A list of all the currently associated academic programs will appear after searching for a record. Place a check mark next to the appropriate program and click Open to proceed. You can also double click on the program.

4. The next screen is a verification screen. The only field you may want to change is the Always Show Extra Courses. The default is “N”. You can change this field to a “Y” for Yes to show all extra courses when you evaluate the student’s program.

5. Click on Save.
6. The next screen is the Report Browser. To print the student’s evaluation, click on the **Export PDF** icon on the Toolbar.

7. To close the Report Browser click on the **X** in the upper right-hand corner.

8. Verify the orientation and font zone, then click **Create PDF**.

9. Click the file name that was generated for your PDF file. After the file is open, click the Print icon.
Printing with Printkey-Pro

PrintKey-Pro is a system tray based program that captures all or any part of the picture on your monitor screen with the press of the PrintScrn key. To activate PrintKey-Pro, you must click on the icon in the lower right corner of your screen or press the Print Screen button (next to the F12 button). It looks like a hand pushing a key.

You can adjust the captured picture’s brightness, contrast, color balance, size, color invert, and convert to grayscale or black and white. PrintKey-Pro can capture the full screen, the active window, the client area, or any rectangular or circular area selected with or without the cursor. The picture can be previewed, data added, and user information inserted, along with any other text before printing.

In order to print from User Interface follow these steps:

1. Open a Datatel Session
2. Go to the Quick Access box and type SRSI. Press Enter.
3. Type in the requested information. Example: 07/SP COMP 107 N01
4. Once your information appears on the screen, press the Print Screen button on your keyboard or the Print Key Pro Icon located in the lower right corner of your screen.
5. This will activate Printkey Pro. A Printkey Pro screen will appear next with the picture from Datatel.
6. To print your SRSI screen click on the Printer Icon
7. When finished go to: File, Close.

Example of SRSI Print Screen from Datatel.
Addendum - Using the Import Feature of User Interface

In this example, the report will be a class roster.
1. Go to the Quick Access box and type SROS.

2. Go to Terms and enter semester information. For example, enter 11/SP for the Spring 2011 Semester

3. Go to Sections and enter course name, number and section number. For example, enter BIOL 101 N01. Click Save.

4. Click Save.
5. Go to Output Device and change “P” to “H” to Hold/Browse File.
6. Press Enter.
7. Click **Save**.

8. Click **Save**.
9. Click Finish.
10. Click the **Save As** button.

The **Save Report As** box opens.

11. Click the down arrow to browse where you want to save your report. In this example, save it to "Documents".

12. Click **Save**.

13. Open Word or Excel. Browse for your report and click "Open". You can now edit your report.