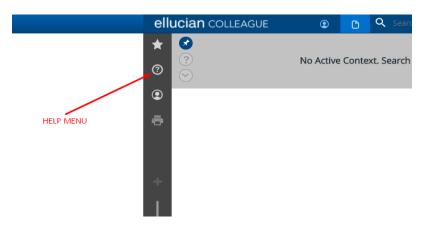
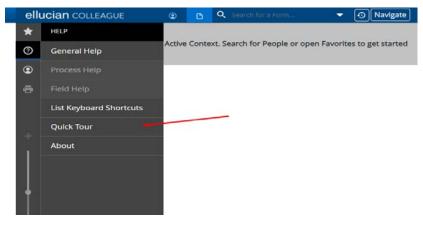
To get started, view the Quick Tour video (less than 8 minutes long) for an overview of UI 5 Web. This option appears the first time you log in to UI 5 Web.

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



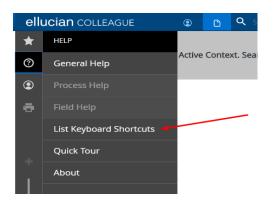


Following are helpful things to know when working in UI 5 Web:

• 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.

Start Term 14/SUSummer Term 2014	APPN - Applications 🏠		
C2014/2014/2013	Start Term Catalog	14/SUSummer Term 2014	

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



• Click on the tabs to switch between person search and form search.

ellucian colleague	Search for a Person Search for a Person	Log Out 🗳
★ ② ○	No Active Context. Search for People or open Favorites to get started	*
ellucian Colleague	Search for a Form Search for a Form	Log Out
★ ② ③	No Active Context. Search for People or open Favorites to get started	× *

• By default, a person lookup will stay closed in the context area (circled). To change this default, click on the pin to the left of the context area and its color will change. You can switch between the two choices.

*	Sammy	RU Student Spa 0340014	CARD ? of 1 ×
? < <	SSN: Cell Phone:	Privacy: Home Phone: 630-844-5290 Work Phone:	FERPA Release: Restriction: DANUR Stu Type: RUAUR

 2 	SSN: Cell Phone	Sammy RU Student Spa. Privacy: Home Phor	0340 ne: 630-844-5290	0014 Work Phone:	CARD 1 of 1 FERPA Release: Restriction: DANUR Stu Type: RUAUR	> * •

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

ellu	u <mark>cian</mark> d	COLLEAGU	JE 🙁	۵	NAE: Name and Address Entry	Q 🗸	Navigate	Log Out	\$
*	0		· · · · · · · · · · · · · · · · · · ·	RU Stu	dent Spa 0340014		CAR	D 1 of 1	×
?	? < ~		SSN: Cell Phone:		Privacy: Home Phone: 630-844-5290 Wor	k Phone:	Restriction: DANUR Stu Type: RUAUR		☆

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

E-Mail Address(e	25)		Preferred
1 LO 🕶 🗅	sspartan01@aurora.edu	k	Y
E-Mail Address(es)	Value 1/2		Preferred
1 LO 🕶 🗅	sspartan01@aurora.edu		Y

If the scroll bar is in your way, click on the bar, holding down the left mouse button, and drag it out of the way. You can move it to any place on the form.

E-Mail Address	s(es)	Preferred
1 LO 🗸 🗈	sspartan01@aurora.edu	Y
Pref N	ame Sammy R. Spartan	
Mail Nar	me 1 Sammy R. Spartan	
(E-Mail Address(es) Value 1/2	

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.

Communication Codes				
Code Instance	Description	Communication Codes	Value 1/12	
1 FAC17PTR	B3 '15 Par IRS Return	· · · · · ·		04/13/17
				•••
2 FAC17LRF	D1 17-18 Underg Staf			04/13/17 🗇 🚺

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

F	File Hom	e Inse	ert	Page La	yout	t F	ormu	las	Data	Rev	view	View	Ac	robat		
	Cut		Calib	ri		* 11	-	A A	· =	= =	- 3	\$7	Wr	ap Text		Gen
Pa	ste	* at Painter	в	ΙŪ	•	•	3	- <u>A</u>	•			je ¥je	-a- Me	erge & Ce	enter 👻	\$
	Clipboard	Es.			Fo	nt			G.			Alignme	ent		E.	
	F24		- (=		fx											
	A		В			1	С		D		E		F	G	Н	8 I.
1	Code	Descript	tion			Instar	ice	S	tatus	Sta	t Dt	Ass	gn Dt	Act Dt	Comm	nent
2	FAC16PD2	16-17 Pa	arent l	FAFSA	IR							4/1	8/2016			
3	FAC16LRF	16-17 St	afford	Loan	R							4/1	8/2016			

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

ellu	LICIAN COLLEAGUE	NAE: Name and Add	dress Entry 🔍 🔻 👩	Navigate	Log Out
	EARCH RESULTS FOR : ERSON	bined •	Input Open		? ×
	Samantha RG Student Spartan	347 S Gladstone A	sue :	SSN:	
1	ID: 0954255	Aurora, IL 60506		Birth Date:	
	Birth Last:	Where Used: MAL	PER,STU,FIN	Add Date: 10/13/15	
2	Sammy RU Student Spartan	347 S Glasstone A	venue	SSN:	
2	ID: 0340014	Aurora IL 60506-4	892	Birth Date:	
	Birth Last: Tester	Where Used: APP.M	MAI, PER, STU, FIN	Add Date: 09/13/99	
) VIEW:				
uc	CH RESULTS FOR:	NAE: Name and Addr	ress Entry 🔍 🔻 🕢 nput 🚺 Oper) Navigate	Log Out
EAR	CH RESULTS FOR:		nput Oper		
UC	CH RESULTS FOR : E Comb	ined T	nput Oper		? ×
EAR ERS	CH RESULTS FOR : E Comb	ined T	nput Oper	Address CSZ \Diamond Aurora, IL 60506	 X Where Used

• To close a list of lookup results without selecting one, click on the X at the top right hand corner of the search results page.

-	EARCH RES	ULTS FOR : 📰 Combined	• Input Op	en 🕐 🗙
1		Samantha RG Student Spartan ID: 0954255 Birth Last:	347 S Gladstone Ave Aurora, IL 60506 Where Used: MAI,PER,STU,FIN	SSN: Birth Date: Add Date: 10/13/15
2		Sammy RU Student Spartan ID: 0340014 Birth Last: Tester	347 S Gladstone Avenue Aurora, IL 60506-4892 Where Used: APP,MAI,PER,STU,FIN	SSN: Birth Date: Add Date: 09/13/99

• 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.

ell	UCIAN COLLEAGUE	ST-CRI	Q 🔻 🕄 Nav
*	SSN:	Sammy RU Student Spa 0340 Privacy:)014
?	Cell Phone:	Home Phone: 630-844-5290	Work Phone:
٢	CRI - Communication Code Er	try ☆	Save

• You can save a person to Favorites by clicking the star in the Context Area

Sa SSN: Cell Phone:	ammy RU Student Spa 0340 Privacy: Home Phone: 630-844-5290	0014 Work Phone:	CARD1 5년 FERPA Release: Restriction: DANUR Stu Type: RUAUR	**

• You can save a form to favorites by clicking the star on the UI Form Area

٢	NAE - Name and Address Entr	y th	Save Save All	Cancel
Ð	Prefix	· · · · · · · · · · · · · · · · · · ·	Person ID 0340014	
	Name LFM	Spartan Sammy	RU Student	
	Suffix	~	Additional Info	xD
_	Address	1 347 S Gladstone Avenue	Employment Info	
+	Address	1 347 S Gladstone Avenue	Employment Info	

Click the Favorites tab to access your saved Favorites.



ellucian colleagu	JE	C Q Search for		▼ [9] ▶	lavigate	Log O
* 3						
0		ontext. Search for F	'eople or open Fa	avorites to get	started	
٩	Favorites Select one or multip	le people. Select a forr	n, or select both pe	0	• ×	
•				·		
	FAVORITE PEOPLE	:	FAVORITE FORMS		1	
			🖍 Software U			
	This favorites v	view is empty	✓ WebAdviso	r Garbage Colle	ect (WAGC)	
	Open					