

Version 12 Look & Feel

CONTENTS

1. OBJECTIVES OF THIS TRAINING SESSION	2
2. OVERVIEW OF VERSION 12	2
3. HOW TO LOG IN AND OUT ITS VERSION 12	2
3.1. HOW TO LOG INTO THE SYSTEM	2
3.2. HOW TO LOG OUT OF THE SYSTEM	3
4. MENU NAVIGATION	3
4.1. MENU STRUCTURE	3
4.2. COMMAND INPUT BOX	4
5. NAVIGATION OPTIONS	4
5.1. MENU BAR	4
5.2. TOOLBAR	4
5.3. KEYBOARD	5
6. USER BUTTONS	6
6.1. CREATING YOUR OWN USER BUTTONS	6
6.2. EDIT THE DESCRIPTION OF THE USER BUTTONS	6
6.3. DELETE OR REMOVE A USER BUTTON	6
6.4. CHANGE THE ORDER OF THE BUTTONS	7
7. OPTION NAVIGATION	7
7.1. TABS	7
7.2. BLOCKS	8
8. TYPES OF BUTTONS	8
8.1. RADIO BUTTONS	8
8.2. DROP DOWN LIST	8
8.3. LIST OF VALUES	8
8.4. DRILLDOWN FACILITY	9
9. ONLINE HELP	9
10. REPORTS	9
10.1. RDF REPORTS	9
10.2. C/SQL REPORTS	9
11. RESET YOUR LOGIN SESSION	10
11.1. SYSTEM ADMINISTRATOR	10
11.2. RESET YOUR LOGIN SESSION	10
12. UPDATE USER ACCESS	11

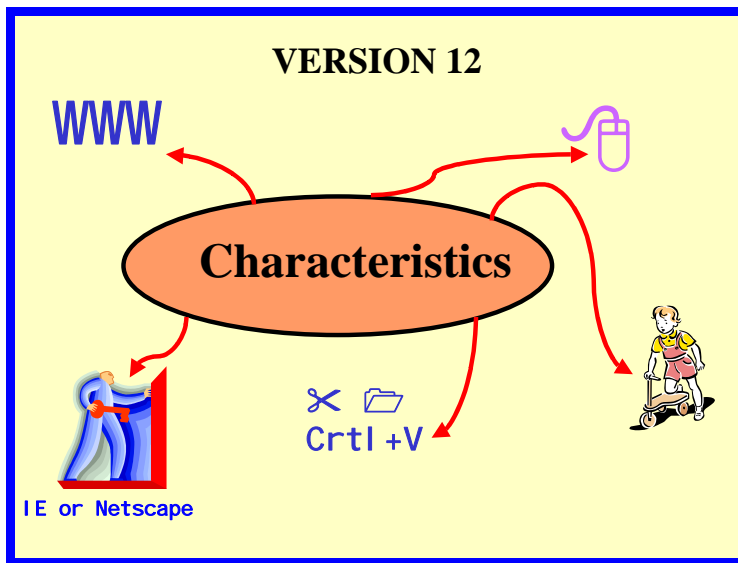
1. OBJECTIVES OF THIS TRAINING SESSION

After this session, you will be able to:

- log on and off from the ITS system
- navigation to menu's / options
- navigation by using the mouse and / or the keyboard in an Oracle form
- build / remove / re-arrange personalised user buttons
- print reports

2. OVERVIEW OF VERSION 12

Version 12 of the ITS system is fully web-enabled and can be accessed via an Oracle compatible browser (e.g. Internet Explorer or Netscape). The product moved from a character-based environment to a browser-based platform with a full Windows™ “look and feel” to the product. Direct access to fields on blocks is gained through use of the mouse.

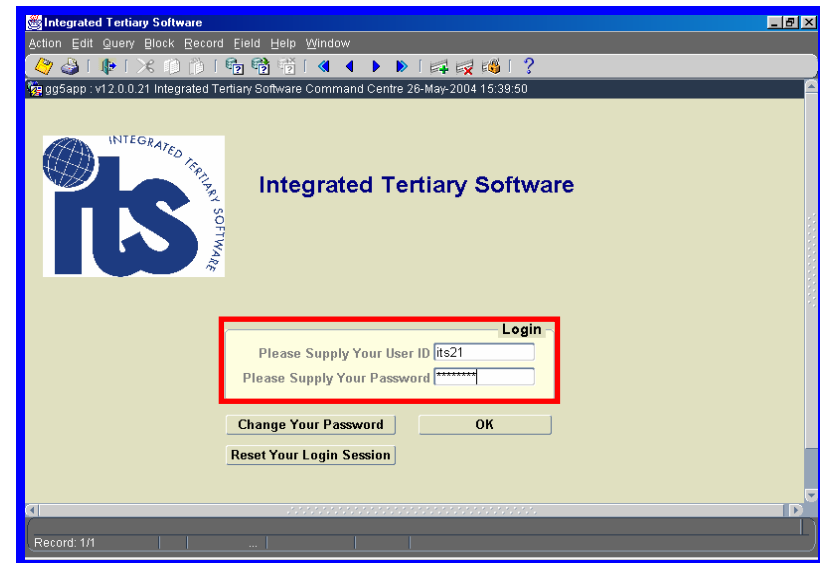


3. HOW TO LOG IN AND OUT ITS VERSION 12

3.1. HOW TO LOG INTO THE SYSTEM

STEP 1

Load Internet Explorer or Netscape Navigator by double clicking on the applicable icon. Enter the web address for the ITS version 12 system. The following screen will display:



STEP 2

- Type your user name in the field Please Supply Your User ID. This user ID is the same as the second user ID that you entered on version 11 and as defined on option {USERS-5}. Remember that this field is case sensitive and the user ID is likely to be all in lowercase letters.
- Type your password as defined on {USERS-5} in the field **Please Supply Your Password**.
- Click on the **OK** button.

Note: When defining the password, the user will not be able to do the following:

- o Have a non-alphabetic character as the first character
- o Use the username as the password
- o Use the reverse spelling of your username as the password

3.2. HOW TO LOG OUT OF THE SYSTEM

To exit from ITS version 12, one of the following methods can be used:

- Click on the GREEN DOOR icon that represents EXIT



- Use the option ACTION – EXIT from the menu bar



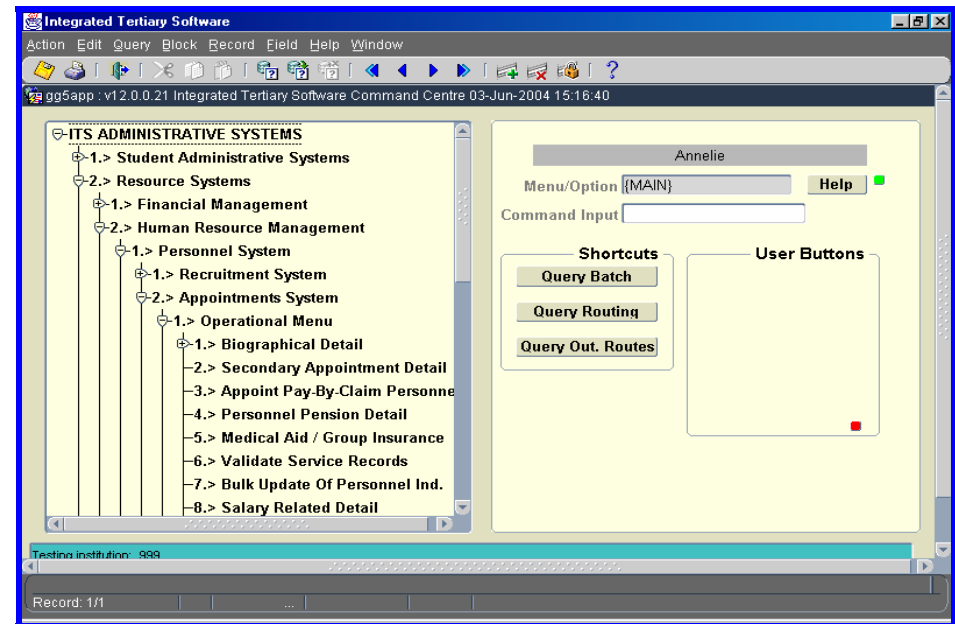
- Press F4 on the keyboard to EXIT

4. MENU NAVIGATION

4.1. MENU STRUCTURE

Access to specific menu's or options can be done through expanding the menu structure. Click on the + to expand the structure and to close the structure, click on the -.

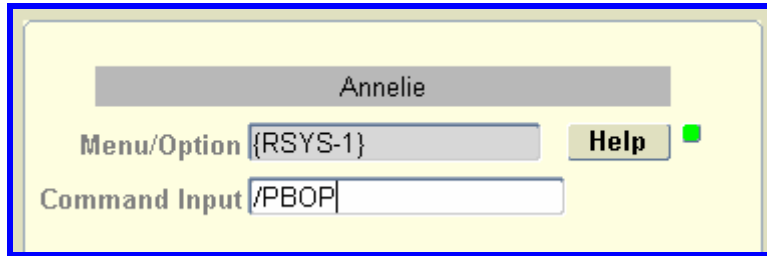
To access the option, either DOUBLE CLICK on the option name or click ONCE and hit the ENTER key on your keyboard.



- + = selection will lead to another set of menus
- # = the user have no access to the option
- > = options accessible to the user for update purposes
- < = options accessible to the user for query purposes only

4.2. COMMAND INPUT BOX

Type the name of the menu (prefixed with a /) in the COMMAND INPUT box and press the ENTER key on your keyboard.



5. NAVIGATION OPTIONS

Navigation can be done through the use the mouse or keyboard shortcut keys. The mouse can be used on the following navigation options:

5.1. MENU BAR

The menu bar at the top of the screen works in the same way as any menu in a Windows application. You may point to the word and click your MOUSE BUTTON to access the menu, or press the ALT KEY and tap the underlined key.



5.2. TOOLBAR

The toolbar gives you shortcut icons for commands. Notice that some of the icons are “greyed out”, **this means that the command is not active in the particular screen.** For example, you cannot cancel a query that does not exist, so the CANCEL QUERY icon is greyed out until a query is entered.

If you are not sure what the icon represents you can point to the icon and a tool tip will display the name of the icon.



The more commonly used icons are briefly described below:



Save: will commit or save your changes.



Print: will print the SCREEN. Note that this icon is NOT used for reports.



Exit: You use this icon to exit one menu at a time and to logout out of the system.



Cut:



Copy



Paste



Enter Query:



Execute Query:



Cancel Query



Previous Block, and Next Block: When ITS reads from different tables in the database it displays these on screen in “blocks”. To move between one table and another you need to click on the “next block” or “previous block” icons.



Previous record, and Next Record: Will allow you to move from one record to the next e.g. one student to the next



Insert Record, and Remove Record:



Help:

5.3 KEYBOARD

If you are not comfortable using the icons at the top of the screen, the following shortcut keystrokes can be used (**See PowerPoint Keyboard Mapping Supplied**):

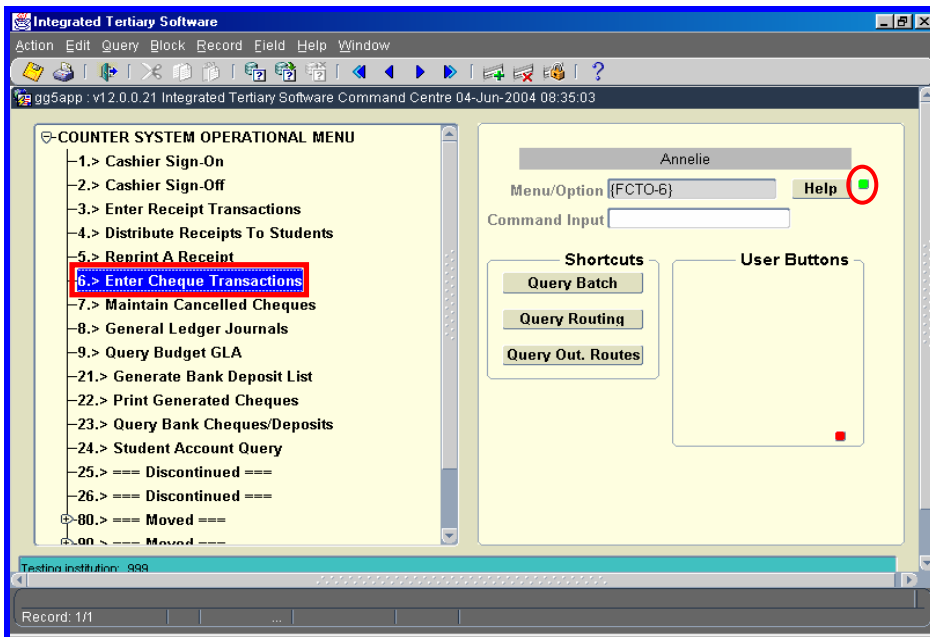
Function	Key	Function	Key
Block Menu	F9	List Tab Pages	F2
Clear Block	F7	Next Block	Page Dwn
Clear Field	F5	Next Field	Tab
Clear Form	F8	Next Primary Key	Shift F7
Clear Record	F6	Next Record	Down arrow
Commit/Save	F3 / Ctrl S	Next Set of Records	Shift F8
Count Query	F10	Previous Block	Page Up
Delete Record	Delete Button	Previous Field	Shift Tab
Display Error	Shift Ctrl E	Previous Record	Up arrow
Down	Down Arrow	Print (screen)	Ctrl+P
Duplicate Field	Shift F5	Return	Enter
Duplicate Record	Shift F6		
Edit	Ctrl E		
Enter Query	F11	Show Keys	Ctrl K
List of Values	Home Button / Ctrl L	Up	Up arrow

Execute Query	F12	Update record	F3
Insert Record	Insert Button	Exit	Minus on key pad / F4

6. USER BUTTONS

If you use a specific menu option regularly you may prefer to have your own button as a shortcut. You will be restricted to a maximum of six buttons.

6.1. CREATING YOUR OWN USER BUTTONS

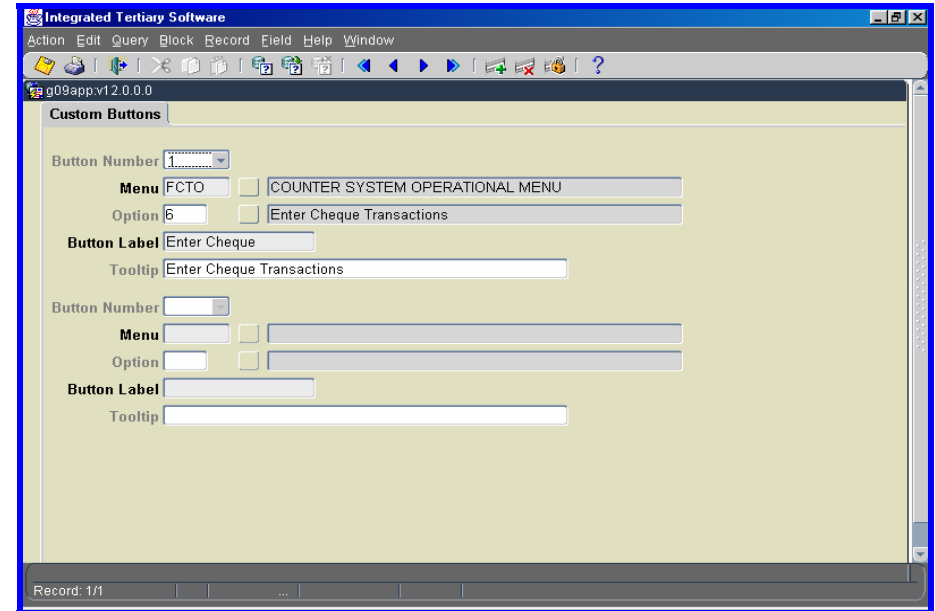


- CLICK on the menu option required
- then CLICK on the GREEN BUTTON next to the help option

- a button will be created in the USER BUTTON block, which will remain there for you to use in subsequent logins

6.2. EDIT THE DESCRIPTION OF THE USER BUTTONS

- CLICK on the RED BUTTON at the bottom of the USER BUTTONS block and the CUSTOM BUTTONS tag is displayed
- CLICK in the BUTTON LABEL box and type in the description to display on the user button. Up to 11 characters are allowed
- To change the tool tip (i.e. the text that appears on screen to describe what is in a button), change the text in the TOOLTIP box
- CLICK on the SAVE icon to store your changes



6.3. DELETE OR REMOVE A USER BUTTON

- CLICK on the RED BUTTON at the bottom of the USER BUTTON box
- select the record of the button to be removed

- CLICK on the REMOVE RECORD icon
- CLICK on the SAVE icon to store your changes

6.4. CHANGE THE ORDER OF THE BUTTONS

- CLICK on the RED BUTTON at the bottom of the USER BUTTON box
- CLICK on the DOWN ARROW next to the BUTTON NUMBER field to select a different number
- CLICK on the SAVE icon to store your changes

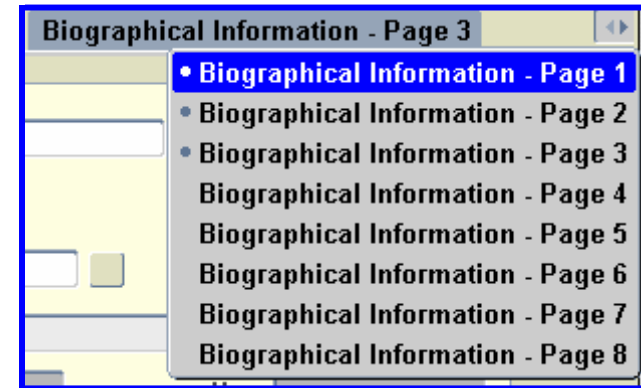
7. OPTION NAVIGATION

7.1. TABS

If all the applicable information cannot be displayed on one screen each subsequent section of information is displayed as a “tab” at the top of the screen.

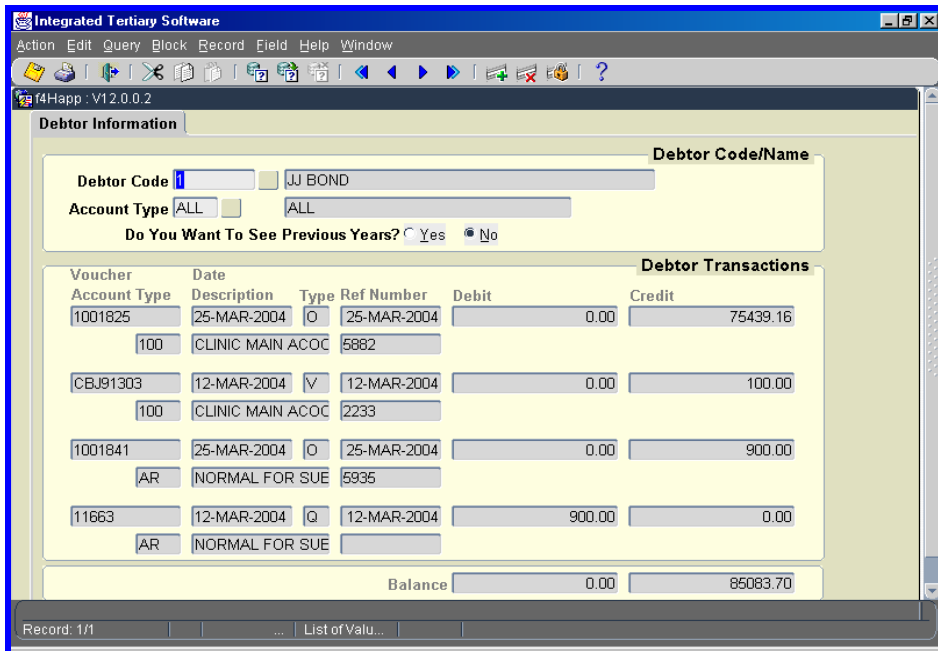


Notice that the arrows on the extreme right hand side indicate if there are more pages available to the right or left of the ones displayed. Clicking on the arrow pointing to the right will result in a drop down menu of the other tabs available in this option. CLICK on the page you require and it will display on your screen.



7.2. BLOCKS

“Blocks” normally refers to information that is drawn from different tables within ITS. Blocks are normally hidden one below the other but where two blocks are displayed on the same screen then the blocks are enclosed in a thin line showing it is information from two different tables. The NEXT BLOCK and PREVIOUS BLOCK commands must be used to move between blocks.



8. TYPES OF BUTTONS

8.1. RADIO BUTTONS

Radio buttons are used to indicate that the user must select one of two options on an either / or basis.



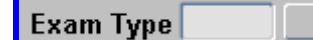
8.2. DROP DOWN LIST

A square with an arrow pointing down indicates a DROP DOWN LIST of predefined parameters is available, e.g. marital status or type of enquiry.



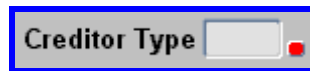
8.3. LIST OF VALUES

A square with no picture indicates that a list of predefined values is available. This is user-defined values.



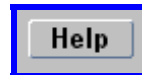
8.4. DRILLDOWN FACILITY

A small red square that appears next to a “code field”. Available on some of the finance options, especially procurement management system. When you click on this button, the user will access the option where these codes are defined or in the case of more detail of the invoice/order will see the detail. Just remember that the normal rules apply regarding user access. If the user does not have access to the specific option, the drill down button will not allow access.



9. ONLINE HELP

To access the section of the user manual, available for the specific option, the user will highlight the option on the menu and click on the help button below your user ID. This can be printed to your local printer or just used as a reference. After completion, the window can be closed to continue on the ITS system.



10. REPORTS

There are two types of reports that can be run:

- RDF reports (version 11 – the RPT reports)
 - C/SQL reports
-
- ❖ Reports can be re-generated using different selection criteria without having to revert back to the report menu.
 - ❖ Each generated report has unique “Sequence/Request” number - input criteria retained per “sequence/request” number.
 - ❖ List function available on selection criteria.

10.1. RDF REPORTS

Most of the RDF reports can be generated in different formats:

- PDF (Portable Document Format) is default format
 - PDF’s requires Acrobat Reader (Resides on client PC, opens automatically, no license fees)
 - PDF is an image, cannot be changed, sections cannot be copied or cut from report. Full PDF can be copied
- Other Formats – Comma Delimited, HTML, HTML style Sheet, RTF and XML
- Comma delimited reports can be converted to Excel, Word, etc.

10.2. C/SQL REPORTS

- Acrobat Reader not used to view reports
- Content can be copied, cut, etc. directly from the report
- All other general report features are applicable

11. RESET YOUR LOGIN SESSION

11.1. SYSTEM ADMINISTRATOR

If a power failure for example occurs and a users session is terminated, the system manager can log in on V12 and query the user on option USERS-24. If a user record is found, it means that the user is still 'logged in'. If the record is deleted on the app the user is then terminated. Do not terminate yourself whilst logged in

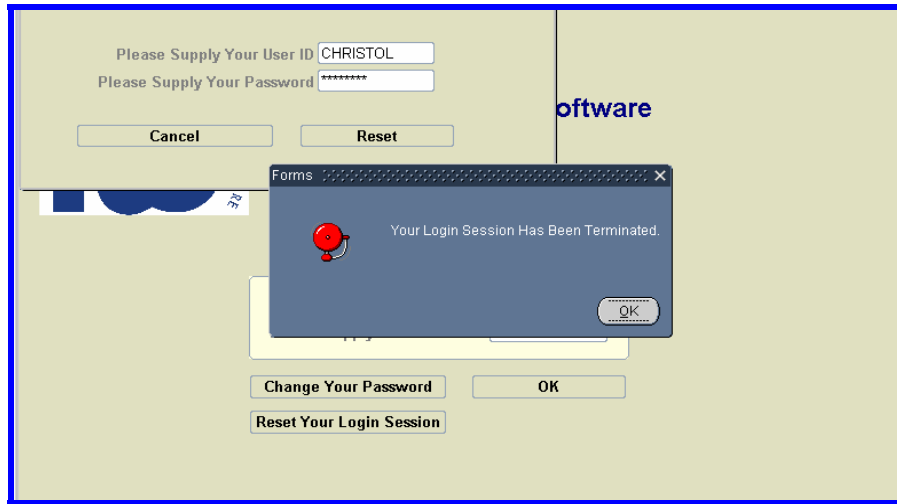
Users Currently Logged On		
Name Of User Logged On	Last Menu Used	Last Option Used
LYDIA	CLMNT	1
ELRIEO	COOPST	4
ITS		
IGNA	PAOPR3	1
WILLOUW	ITS316D	6
ITS		
JOHANM	ITS309A	21
ZHAAN	BATCH	4
ITS		
ITS		
ITS		
ITS		

11.2. RESET YOUR LOGIN SESSION

If a power failure for example occurs and a users session is terminated, the user himself can use this option to log on again. Click on the "Reset Your Login Session".

The following pop-up screen will appear. Type in your ID and password.

This action will see to it that you will find another pop-up screen that will confirm that your session has been terminated. CLICK on OK.



Now you will be able to log on again using your ID and password.

12. UPDATE USER ACCESS

This option was created to link the users to tables. This must be done over and above the function linkage of {USERS – 3} when a new user is created or the users password has changed.

- Activate new users
 1. Create user on {USERS – 5}
 2. Link user to functions {USERS – 3}
 3. Run {USERS – 25}
Systems ' Password: Manager (ITS)
For single user
Grants Only N
Keep SQL File Y
Run SQL File Y
Default / Temp Table space as agreed by DBA personnel
- User password changes
 1. If the user password was changed on {USERS – 5}, you MUST run {USERS –25} for the user, with Grants = Y.
- Activate new tables
 1. Choose Roles: Access Roles
 2. Enter system password

No “users” data is entered.