

## Faculty Advisee Report - FAVR - UIWeb 4.3

If you have not used the new web version of Colleague before, please refer to the [“Colleague User Interface 4.3 – Basic New Features UIWeb”](#) document or the demo provided when opening the Datatel UIWeb version of Colleague to help you get familiar with basic changes.

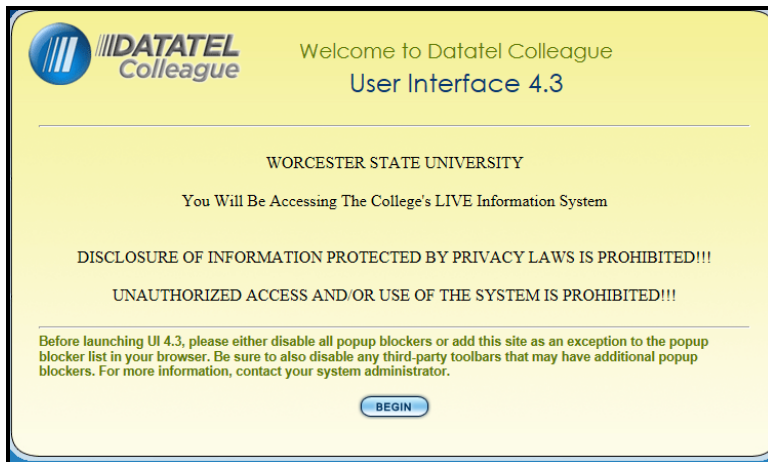
Refer to [“UIWeb 4.3 Newest Feature Changes”](#) to explore some beneficial additions.

### Logging Into Datatel’s Colleague UIWeb 4.3

1. Double-click the Datatel **UIWeb** icon  on your Desktop.

Datatel’s Colleague User Interface 4.3, known as UIWeb, launches and a welcome screen displays.

If you have difficulty, keep only basic Internet Explorer (or Firefox) toolbars available. Close toolbars such a “Google”. Then, see if UIWeb launches.



2. Click the **Begin** button to access the Login screen.



3. In the **UserID** box, type the **Colleague UserID** provided by Information Technologies in **ALL CAPITAL letters** (e.g. JLANCER).

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### Logging into Datatel's Colleague UIWeb

4. In the **Password box**, type your Colleague/UIWeb password.

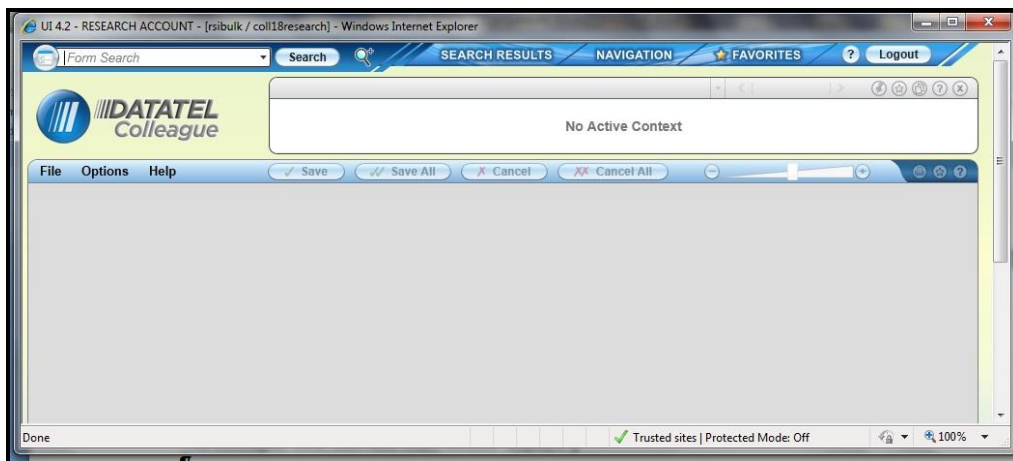
Passwords are “case sensitive”, so make certain to type lowercase or capital letters the way your password was created. Then, click the **LOGIN** button or press the **<Enter>** key.

An “authentication” process runs to verify your access credentials, followed by the display of the UIWeb main window.

5. If the “Quick Tour” screen displays:

View the “Quick Tour” video, if desired, or click in the “Do Not Show Me Again” checkbox to hide it from view when UIWeb starts..

**The Quick Tour demo always is available from UIWeb Help menu.**



6. Once the Quick Tour is viewed, the user will proceed to the main Datatel Colleague (UIWeb) screen.

## Faculty Advisee Report - FAVR - UIWeb 4.3

- A “Person Search” allows a user to locate and work with an individual, group of individuals, vendors, or institutions within the same form. It is a way to populate the **Context area** (top area of the window) with one or many records, called “Person Cards” in Colleague UIWeb. Information displayed in the form reflects data stored in Colleague for the person, group, or institution whose card is active.

The Next and previous  record arrows are used to move between desired Person cards.

- **Always be aware of what is active in your context area.** It might be necessary to close out both the form AND the context area if there are active records you no longer want to use.
- When you’re done with a form, it’s best to close out the context area instead of the form, especially if you’re done with the form and the individual, institution, or groups. That way, you’ll clear out your context area and the form and will be starting with a clean slate.
- When working with one person, it might be preferable to bring up the form first and perform a standard name lookup.

### The Search Area – Opening a Person Card and Form



1. In the **Search** area, click the circular **Person/Form** button until the **Person** Search button displays.
2. Type the **Person’s Name** (at least two letters of the Last Name, Two letters of the First Name, separated by a comma) or **Student ID#** for the person, institution, or vendor whose data you wish to obtain from Colleague in the Search box, and click **Search** or Press <Enter>.



.Person Cards that match requested search criteria display in the Context area

If a group of students has been saved to Favorites, click the Favorites tab to locate them.

If available and the option is activated, WSU ID Photos might appear to the left of the person’s name..


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### The Search Area – Opening a Person Card and Form (Continued)

3. Select desired Person cards by **clicking inside either the Select All box or the appropriate white boxes to the left of each desired Person's ID #**. Then, click **Open** at the bottom of the screen or Press <Enter>.

**Selected people cards open and become active by clicking the Previous (<) or Next (>) arrows until the desired card displays in front of the other cards and above the open form.**



Click the Hide Panel (Esc) button  at the bottom of the window to hide the selected Search Results, Navigation, or Favorites tab screen from view.

## Faculty Advisee Report - FAVR - UIWeb 4.3

- The faculty advisee report prints a list of a faculty member's advisees.
- Similar to the Section Roster Report form, criteria that was requested the last time the report was run, displays in the form.
- It is necessary to clear existing criteria that is not desired on your report.
- If black arrows appear on the right of side of a form row, it means that more than one entry has been entered for the category. Each entry is listed on its own row.
- Clicking the up/down arrows on the right side of the row moves the insertion point up or down through the existing row entries.
- Clicking a row number on the left of an entry opens an Alert window from which the selected row can be deleted.
- Once undesired criteria rows are removed from the form, criteria on which you want to perform a search can be entered.

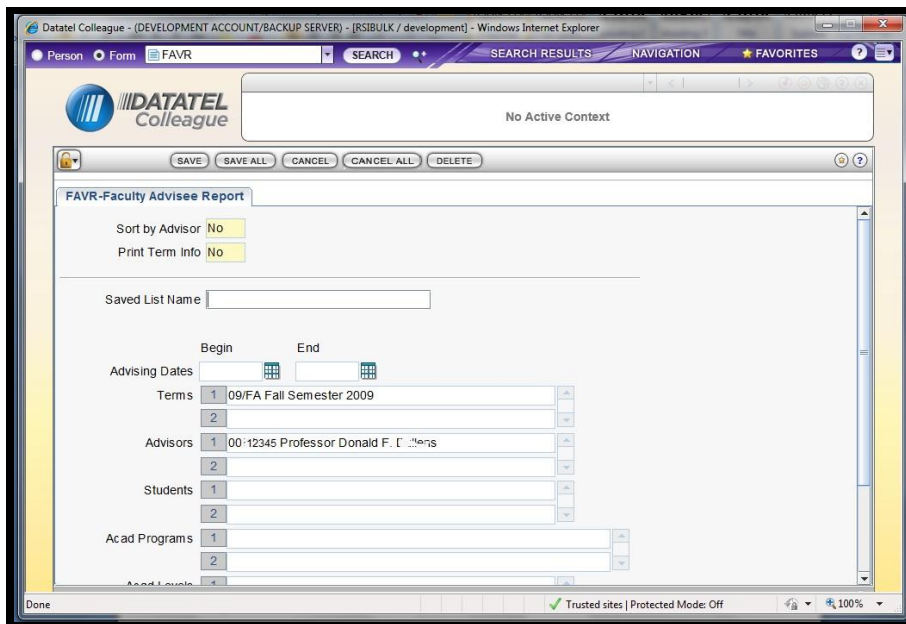
### The Faculty Advisee Report Form - FAVR

1. In the **Search** area at the top of the window, click the radio button (circle) to the left of **Form** to select it.



2. Type **FAVR** in the Search box and click the **Search** button or Press <Enter>.

The Faculty Advisee Report – FAVR form should display.



If existing criterion remains from the last time the form was used, it will be necessary to delete it and add the selection information you need.

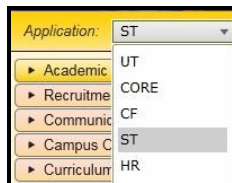
# (UIWeb) Faculty Advisee Report - FAVR

## The Faculty Advisee Report Form - FAVR

3. **If the FAVR form displayed, proceed to Number 4.** If the FAVR form did not display, an icon for the form can be accessed using a “drill down” approach from the **Navigation tab**.

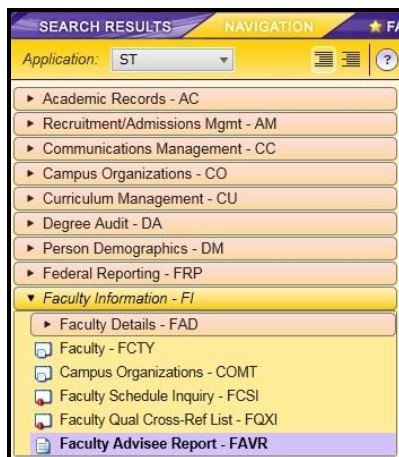
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- a. Click the **Navigation tab** in the Search area at the top of the window to bring it to the front.
- b. If the **ST** Application is not active, select it from the Application drop-down menu.



This moves you to the “student” area of (UIWeb), where the FAVR form is located.

- c. Click the small black triangle to the left of **Faculty Information – FI** to expand and display its contents.



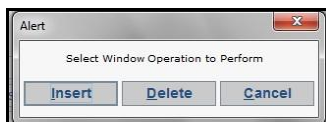
- d. Double click the **Faculty Advisee Report – FAVR** icon to open the form

4. **If necessary, refer to the graphic of the Faculty Advisee Report – FAVR that appears on page 1** of this document. If additional criteria rows are present, black arrows appear on the right side of the row. Click the black up/down arrows to scroll to any additional criteria rows .that were not visible.

The row number on the left side of the selected row should change

5. When **criteria on which you do not want to search displays**, click the **row number to the left of the criteria you wish to remove.**

The following Alert displays.



# (UIWeb) Faculty Advisee Report - FAVR

## The Faculty Advisee Report Form - FAVR

- Click the **Delete** button to remove the selected row and its contents.

Pay attention to the numbers to the left of each row that contains criteria. Repeat the above procedure until the criterion you wish to remove has been deleted from the form.

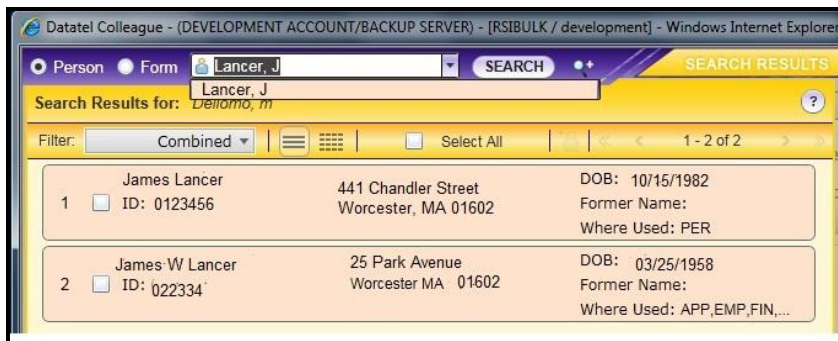
- Beside **Terms**, type the term in a two digit year, forward slash, two letter term format (i.e. 09/FA or 10/SP). Click in another row to view the completed entry.

### Term Codes

FA = Fall	I = Winter Intersession	SP = Spring	S1 = Summer 1	S2 = Summer 2
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- Beside **Advisors** on the FAVR form, type the Faculty Advisor's **Name** (at least two letters of the last name and two letters of the first name, separated by a comma i.e. La, Jo, the first name followed by a space and the last name i.e. Joseph Lancer, or the advisor's ID #. Then, **Press <Enter>**.

A search using the specified criterion is performed and People cards meeting the criterion display.




### Select Box

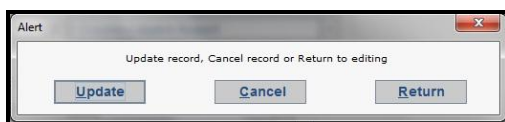


- Locate the number to the left of the Person Card** that matches the **advisor name** you want. Type that **number** in the **Select # box** at the bottom of the window. Then, click **Open** or Press <Enter> to finalize the selection.

The selected advisor name should appear in the FAVR form beside Advisors.

Click the Hide Panel (Esc) button  at the bottom of the window to hide the selected Search Results, Navigation, or Favorites tab screen from view.

- Once all the desired criterion is entered into the form, click the **Save** button.



The Update alert displays.

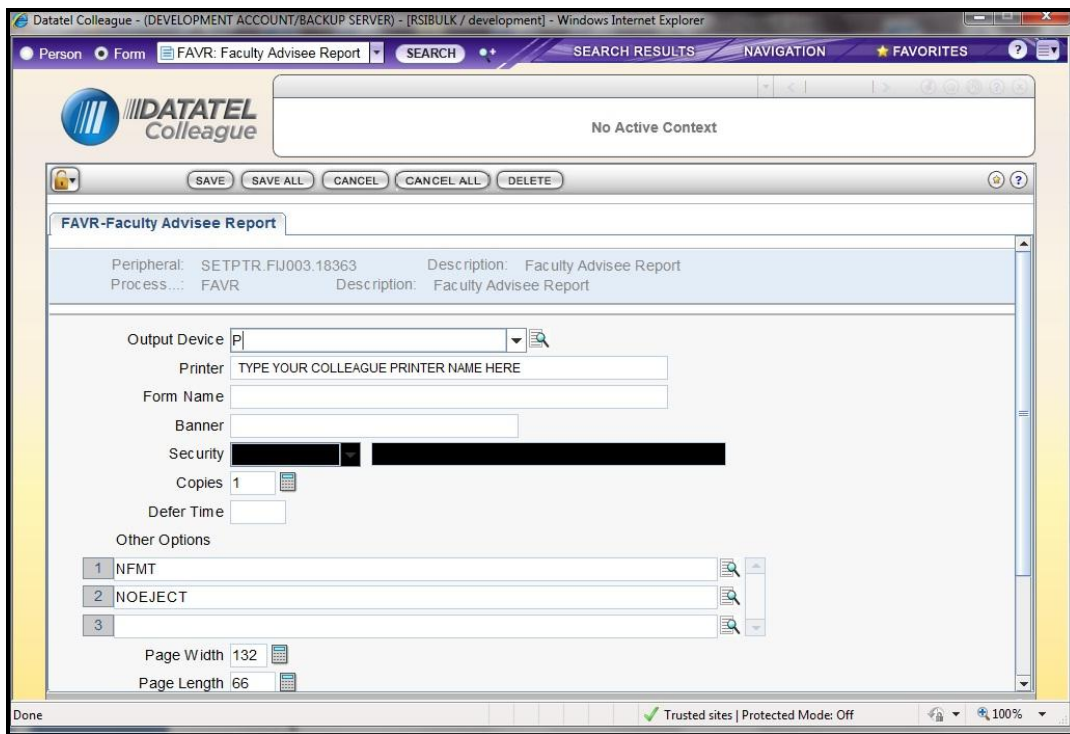
## (UIWeb) Faculty Advisee Report - FAVR

### The Faculty Advisee Report Form - FAVR

11. Click the **Update** button.

You will be returned to the FAVR Report **Output Device** screen. This is where the name of your Colleague printer needs to be entered.

If you do not know the name of the Colleague printer to which your department prints, contact the UTS Helpdesk by going to the Helpdesk in LRC-310, calling (508) 929-8856, or by submitting a [Helpdesk Support Form](#) .



The screenshot shows the 'FAVR-Faculty Advisee Report' form in a web browser. The form is titled 'FAVR-Faculty Advisee Report' and contains the following fields and options:

- Peripheral: SETPTR.FU003.18363
- Description: Faculty Advisee Report
- Process: FAVR
- Description: Faculty Advisee Report
- Output Device: A dropdown menu with 'P' selected.
- Printer: A text input field with the placeholder text 'TYPE YOUR COLLEAGUE PRINTER NAME HERE'.
- Form Name: A text input field.
- Banner: A text input field.
- Security: A dropdown menu with a blacked-out selection.
- Copies: A text input field with the value '1'.
- Defer Time: A text input field.
- Other Options: A list of three options: 1 NFMT, 2 NOEJECT, and 3.
- Page Width: 132
- Page Length: 66

The browser window title is 'Datatel Colleague - (DEVELOPMENT ACCOUNT/BACKUP SERVER) - [RSIBULK / development] - Windows Internet Explorer'. The browser address bar shows 'FAVR: Faculty Advisee Report'. The browser status bar at the bottom indicates 'Trusted sites | Protected Mode: Off' and '100%' zoom.

12. Make certain that **P** (for printer) displays in the **Output Device** box.
13. Click in the **Printer** box and type the name of your Colleague printer.

For "Portrait or 8 ½" X 11" printing, just type the desired printer name (i.e. REG)

For Landscape or 11" X 8 ½" printing, type the Colleague printer name followed by the letter "L" (i.e. REGL)

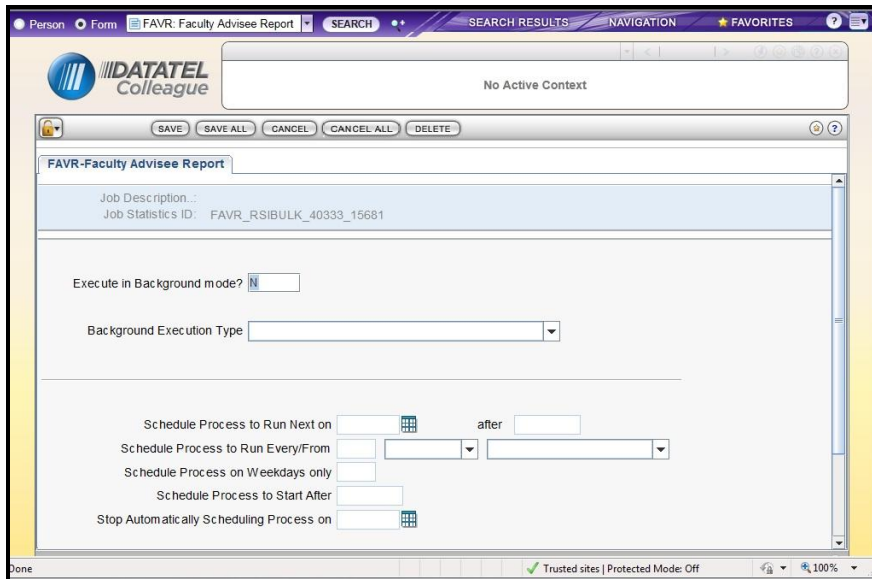


# (UIWeb) Faculty Advisee Report - FAVR

## The Faculty Advisee Report Form - FAVR

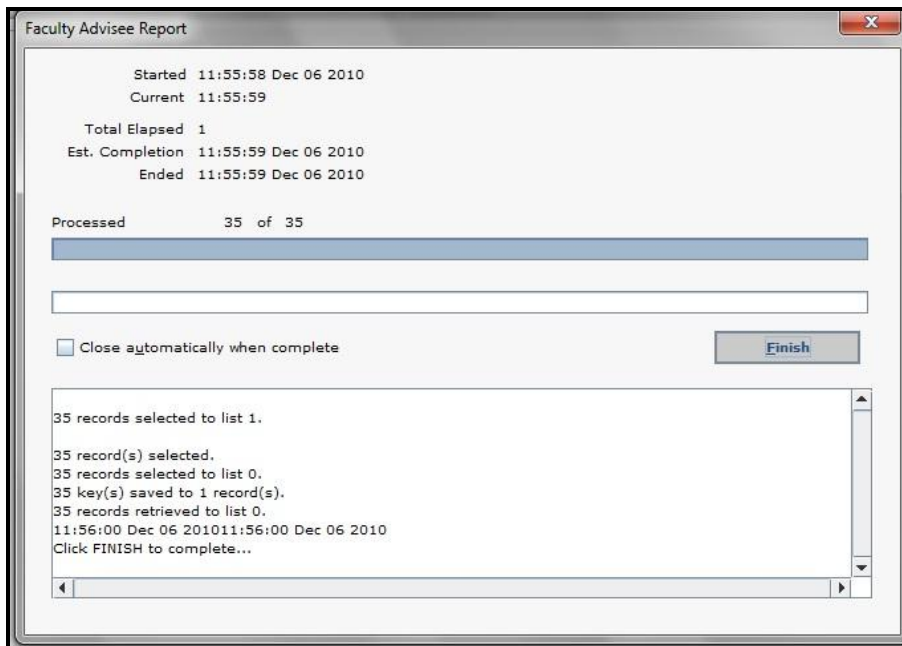
14. Click the **Save** button, followed by **Update**.

A Job Description screen displays. .



15. Click the **Save** button followed by the **Update** button to continue.

The form will be processed and a screen similar to the one below displays



16. Click the **Finish** button press <Enter>.

You will be returned to the main Colleague UIWeb window and the FAVR report should be sent to the specified printer.

## (UIWeb) Faculty Advisee Report - FAVR

### Logout of Colleague

1. If you are finished using Colleague, make certain to **Logout** using the **drop-down menu** on the far right-hand side of the window.



2. Close the browser window.