

December 18, 2015

# Special Edition: Colleague Web UI

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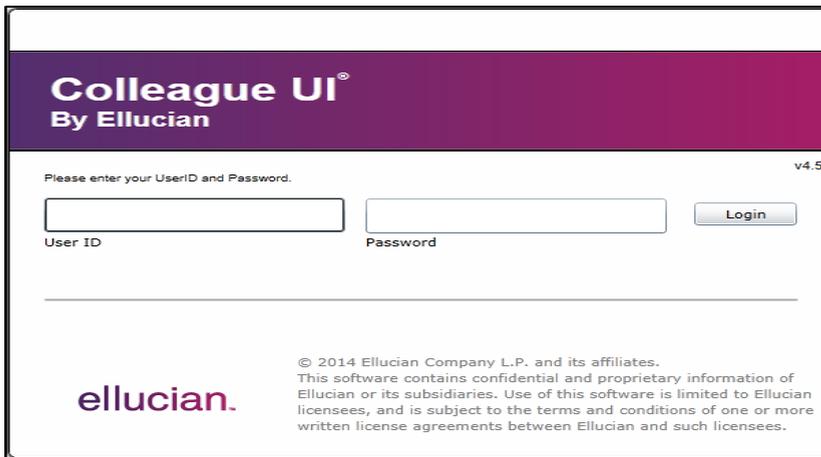
## Important Reminders

- Beginning 12/21/2015 at 1 PM the Colleague/Datatel desktop user interface (UI) will **no longer be available**.
- Colleague Web UI and MyWeb will **NOT** be available from 12/21/15 to 1/4/16.
- You will continue to have access to Office 365 and Moodle during this time.
- Must use Windows credentials with Web UI after 1/4/16.
- This change is a cost effective solution that will allow Colleague to run in a more stable and secure environment.
- Please contact the Help Desk if you encounter any issues with Colleague.

## Logging Into Colleague Web UI

Beginning 1/4/2016 you will only be able to access Colleague (Datatel) through the Colleague Web UI using your Windows login: <http://webui.sjeccd.org>

- Use Internet Explorer
- Microsoft Silverlight is required to run the Colleague Web UI application
- Add website to your Favorites or Booklist
- Create a Shortcut from your desktop
- Use your **Windows user-name and password** to log in (this is the name and password you use to log into your computer at the beginning of the day)



### District Help Desk

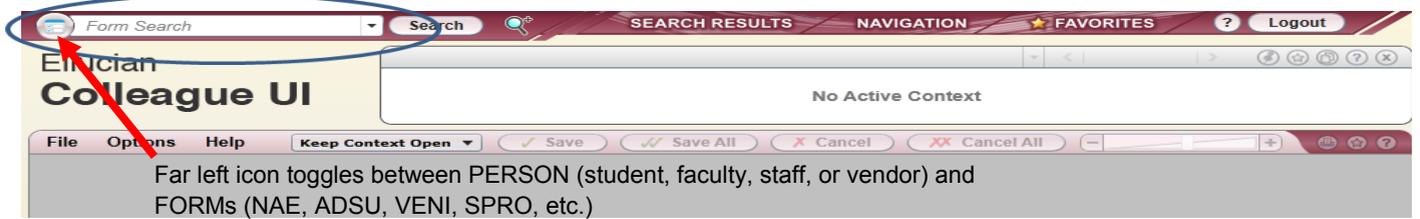
Support hours:  
Monday through Friday  
7:00 am—5:30 pm  
(408) 270-6411  
[helpdesk@sjeccd.edu](mailto:helpdesk@sjeccd.edu)

### Colleague UI Resources

- [Web UI Guide](#)
- [Ellucian's Web UI doc](#)
- [Quick Reference Guide](#)
- [Web UI Keyboard Shortcuts](#)

## Search Bar

Use this feature to search for a person or Colleague Form.



## Context Area Icons

- Search for Person records
- Search for Colleague Forms
- Use Advanced Person Search for records with multiple criteria.

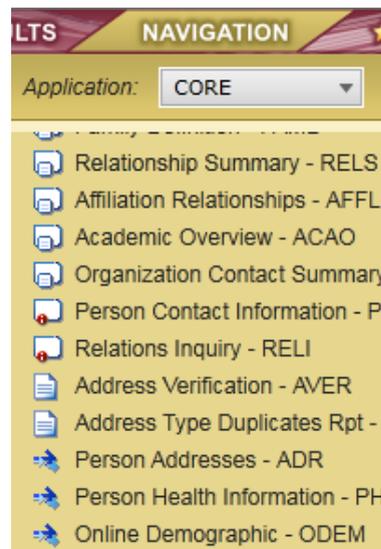
There are several icons in the upper right of the context area.



- Click to add people to Favorites folders.
- Click to copy text from the Context Area and paste it into another application.
- Help information for Context area.
- Closes current or all records displayed in context area.

## Menu Icons

When navigating through menus, different forms have **one of four** different icons.



- Maintenance:** users can add and/or edit information.
- Inquiry only:** users can view but not add/ or edit information.
- Report:** this form runs a report
- Process:** this form runs a process or procedure for one or more records.

## Web UI Keyboard Shortcuts

- Field Help: F1 or Ctrl+Alt+H
- Detail: F2
- Oops/Cancel: F8
- Oops/Cancel from all forms: Shift+F8
- Save current form: F9
- Save and finish from current form: Ctrl+F9
- Save all open forms: Shift+F9
- Field delete: Ctrl+Alt+D (based on security access)
- Cursor through fields: Tab
- Cursor backwards through fields: Shift+Tab
- Switch between person and form search: Ctrl+Alt+S

