

UIWeb 4.3 - Newest Feature Changes

1. Export Data to Microsoft Excel

In some instances, an Export to Excel button is available to indicate that form data can be exported to Microsoft Excel. **Use Internet Explorer 9** if you want to use this feature. It is not supported by Internet Explorer 8 or earlier versions.

2. Log Into UIWeb 4.3 and “Take a Quick Tour”

After logging into Colleague User Interface 4.3, a “Quick Tour” screen displays

Note: Information Technologies strongly recommends new users watch the “Quick Tour Video” that is available anytime from the Help menu.



3. Changing a Colleague UIWeb Password

UIWeb 4.3 provides two ways for a Colleague/UIWeb password to be changed.

- a. One way is to click the “Change Your Password” link on the main login screen and complete the displayed form.



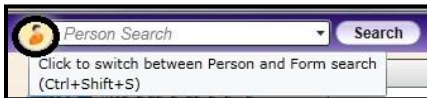
- b. The second method is to select Change Password from the Options menu.

IMPORTANT NOTE: If your User ID appears in lower case, you MUST change it to all upper case (e.g. JLANCER) before pressing the Submit button to finalize the change.



UIWeb 4.3 - Newest Feature Changes

4. People/Form Search Button



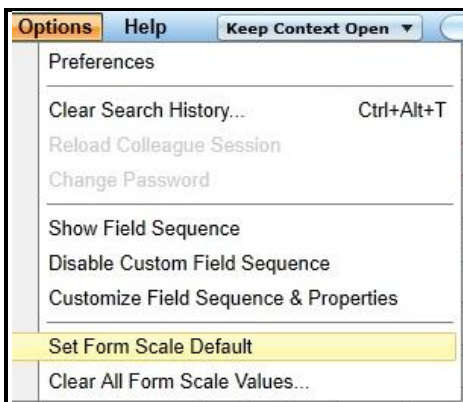
Click the Person/Form search button until the type of search you want to perform displays on the front of the button. Then, type the Form, or Person, Vendor, or Business name and click the Search button.

5. Window Resizing and Form Scaling



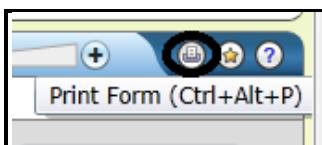
When a form is opened in Colleague UIWeb 4.2 or 4.3, the window resizes to minimize scrolling for the default window size.

Use the Form Scale Slider to increase or decrease the size of the form to make the information easier to see.



With an open form viewed at a preferred scale, use the Options menu to set the scale as the default.

6. New Form Print Button

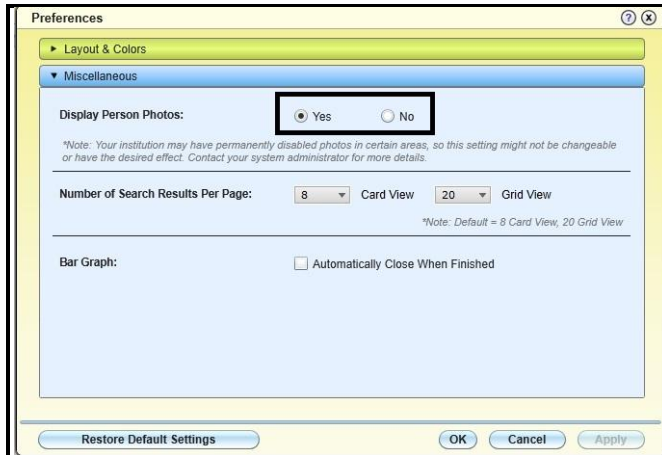


A new Print Form button is available to capture screenshots. The PrintKey application is no longer necessary.

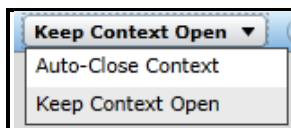
UIWeb 4.3 - Newest Feature Changes

7. OneCard Photos can be displayed on Person Cards

From the Options Menu, choose Preferences, and expand Miscellaneous. Then, click beside Yes or No, depending on whether you want OneCard photos to display, and click OK.



8. Context Option

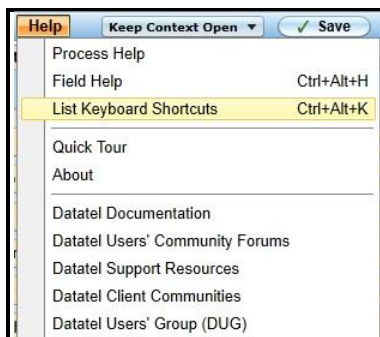


Use the Keep Context Open drop-down menu to choose whether to have the Context area at the top of the window automatically close or stay open when finishing out of a form.

9. Function Keys Have Changed

The F10 function key no longer works. Use F9 instead.

From a Form's Help Menu choose "List keyboard Shortcuts" to view function and shortcut keys available for use in a form.

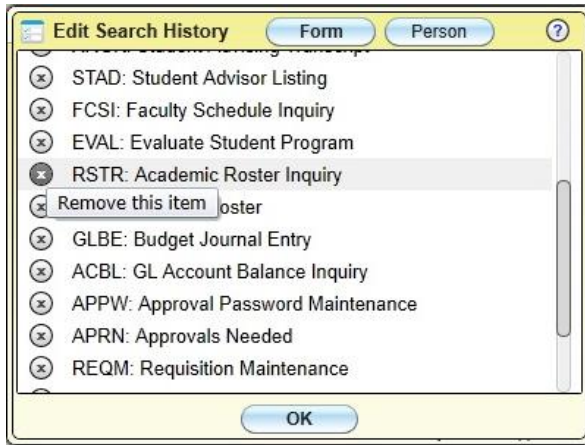


10. The XRGK (Student Advising Transcript) form is No Longer Available.

Use the EVAL (Evaluate Student Program) form instead.

UIWeb 4.3 - Newest Feature Changes

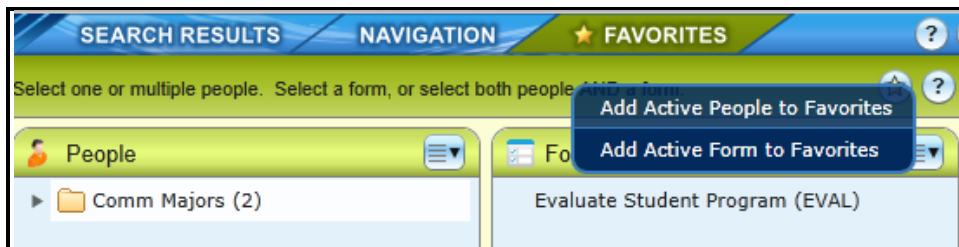
11. History Drop-Down Menu



The Search “history” drop-down menu has been improved to include an “Edit Search History” option that allows previously searched form or people card choices to be deleted from the search history.

Use the Person/Form Search drop-down menu and click “Edit Search History” from the bottom of the menu. Previously requested person cards or forms will be listed. Click the “X” to the left of an item you wish to remove, followed by OK. The history item will be removed from the history list.

12. Active People Cards or Forms Can Be Added to Favorites



While a Person card or Form is active, it can be added to the “Favorites” panel.

13. Query Builder is NO LONGER AVAILABLE in UIWeb 4.3.

For users needing to create queries with Worcester State University data, [Web-Intelligence and Business Objects Infoview](#), the portal used to gain access to Web Intelligence documents and reports, are replacing “Query Builder”, the familiar tool used with Colleague and UIWeb.

Refer to our Information Technologies web site (<http://it.worcester.edu>) under the Colleague category for documents on both setup and use. For assistance setting up “WebI” (web address, submit a Helpdesk ticket).