

SSSTA0009 - Associate Staff (Adding New Members)

How to Use Webforms

We recommend you use **Internet Explorer**

The Database is accessed via the **BIS Logon Page** at www.sussex.ac.uk/its/bis/1-3.html

Under **The Database**, click on **Windows PCs** for PCs, or **Other Machines** if you are not using a PC, or if you are using **FireFox** on a PC

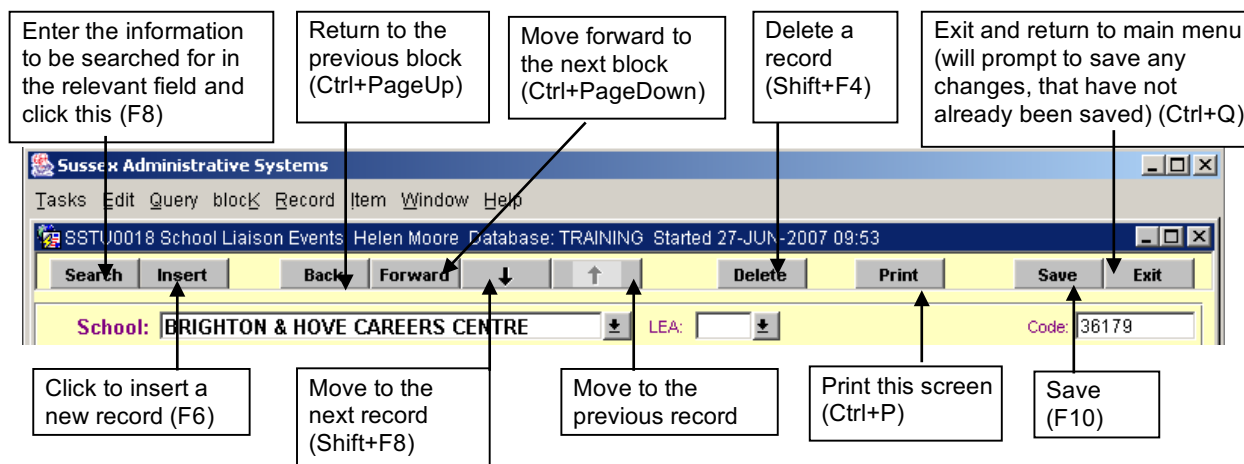
Do not close the browser window

Databases Available

LIVE: Current data

TRAINING: A copy of the current / live data as of the previous Friday. Any data changed or added will not be kept permanently as the training data is replaced with a copy of the live data every week.

Standard Buttons



The screenshot shows a webform interface for 'Sussex Administrative Systems'. The title bar indicates 'SSTU0018 School Liaison Events Helen Moore Database: TRAINING Started 27-JUN-2007 09:53'. The menu bar includes 'Tasks', 'Edit', 'Query', 'Block', 'Record', 'Item', 'Window', and 'Help'. The main toolbar contains buttons for 'Search', 'Insert', 'Back', 'Forward', 'Delete', 'Print', 'Save', and 'Exit'. Below the toolbar are input fields for 'School' (containing 'BRIGHTON & HOVE CAREERS CENTRE'), 'LEA', and 'Code' (containing '36179').

Callout boxes provide the following information:

- Search:** Enter the information to be searched for in the relevant field and click this (F8)
- Insert:** Click to insert a new record (F6)
- Back:** Return to the previous block (Ctrl+PageUp)
- Forward:** Move forward to the next block (Ctrl+PageDown)
- Delete:** Delete a record (Shift+F4)
- Print:** Print this screen (Ctrl+P)
- Save:** Save (F10)
- Exit:** Exit and return to main menu (will prompt to save any changes, that have not already been saved) (Ctrl+Q)

Searches

When Searching use the wildcard of % mean anything but is still case sensitive

Eg Serv% finds anything starting Serv, eg Services, Serving

%Serv% finds anything with Serv in it eg IT Services, Serving, Student Services but starting with % may call a lot of records.

A title containing Word%Intro% finds Wordprocessing: Introduction

Try using this in any field or combination, eg a date of %Sep-2014

(When the status bar shows text Enter a Query ... then the form is in Search mode.)

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Keyboard Shortcuts

Shortcut	Action
Ctrl + S	Save
F10	Commit/Save
Ctrl + P	Print
F7	Entry Query (Search) mode
F8	Execute Query (Search)
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + E	Edit a field (open edit window)
Ctrl + K	Show keys
Ctrl + Q	Exit (& Save)
F6	Insert record
F5	Clear field
Ctrl + F7	Clear block
Shift + F4	Clear record
F8	Execute query
F12	Count query hits (ie matching records)
Shift + F5	Copy field above
Shift + F6	Copy record above
Next field	Tab
Previous field	Shift+Tab
Next Block	Ctrl+PageDown
Previous Block	Ctrl+PageUp
Show tabs a list	F2, use up and down arrow to move through list.

To use the menu shortcuts, hold down ALT + the underlined letter in the menu name, followed by the letter underlined for the command

Status Bar

Status bar shows how many records are listed/stacked.

- 1/?, 2/?, etc. - more than one record, the ? is replaced by a number when the last record is reached.
- 1/1, 2/2, 3/3, etc. - all records displayed

Support guides for Database, Cognos Reports and Sussex Direct online at
<http://www.sussex.ac.uk/its/services/staffservices/businessapplications/guides>