
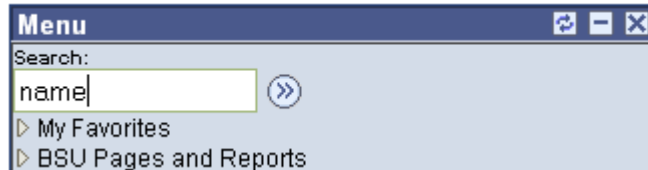


PeopleSoft 9.0 Tips and Tricks

Search Feature

The **SEARCH** feature at the top of your left-hand navigation is very handy. You can enter virtually any page, and it will bring up a list of results. Example: enter "name" and select . Then you can select which page you want to go to from the results.



Search

Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States'

New Search **Search Within Results**

name [Customize Settings](#) [Search Tips](#)

[Hide Summaries](#)

Search Results

- [Names](#)
Enter, update, or review an individual's or organization's names.
Home>Campus Community>Personal Information>Biographical>Names
- [View Names](#)
View all names for a person
Home>Campus Community>Personal Information>Biographical>Addresses/Phones>View Names
- [Name Usage Table](#)
Define hierarchies of name types to search for and use in a specific usage.
Home>Set Up SACR>Product Related>Campus Community>Establish People Processing>Setup>Name Usage Table
- [BSU Change Account Name](#)
Home>BSU Pages and Reports>BSU Campus Community>Process>BSU Change Account Name
- [Emergency Contacts](#)
Enter, update, or review an individual's or organization's names.
Home>Campus Community>Personal Information>Biographical>Emergency Contacts
- [Type Control](#)
Control the types of names, addresses, phones, and email addresses to expose to self-service users.
Home>Set Up SACR>Common Definitions>Self Service>Type Control

Favorites

Favorites is another great feature. From any page, select "Add to Favorites."

Home **Add to Favorites** Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Names

Buster Bronco 111606642

Customize | Find | View All | First 1-3 of 3 Last

Name Type	Name	Effective Date	Status	Name History
Primary	Buster Bronco	11/20/2002	Active	Name History
Preferred	Buster Bronco	04/01/2008	Active	Name History
Diploma	Buster B Bronco	02/08/2005	Active	Name History

Add/change a name

Type of Name:

Effective Date: 09/09/2008 Status: Active

'Format Using: English [Change Format](#)

Prefix:

First Name: Middle Name:

Last Name:

Suffix:

Display Name:

Formal Name:

Name:

You can use the Description suggested or create your own. Select OK.

Add to Favorites

Please Enter a Unique Description for this Favorite

'Description:

When you click on "My Favorites" you can see all of the pages you have marked as favorites and go directly to the page by clicking on the link. You can also reorder or change the name of any favorites by selecting "Edit Favorites".

Menu

Search:

- My Favorites
 - [Names](#)
 - [Add to Favorites](#)
 - [Edit Favorites](#)

Personalizations

At the bottom of the left-hand navigation, there is a link called "My Personalizations." Select it and then select the option for "Navigation Personalizations."

broncweb 8BRAPER on ETS9

Menu

Search: [input] >>

- My Favorites
- BSU Pages and Reports
- Self Service
- Workforce Administration
- Payroll for North America
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations**
- My System Profile
- My Dictionary

Personalizations

Personalized settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

Personalization Categories	
Description	Personalize Option
General Options	Personalize Option
Regional Settings	Personalize Option
System & Application Messages	Personalize Option
Navigation Personalizations	Personalize Option

Restore Defaults

Change all "Tab over" values to Yes and select "OK."

Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value	
Automatic menu collapse	No	[dropdown]	Explain
Tab over Calendar Button	No	Yes	Explain
Tab over Grid Tabs	No	Yes	Explain
Tab over Header Icons	No	Yes	Explain
Tab over Lookup Button	No	Yes	Explain
Tab over Navigation Bar	No	Yes	Explain
Tab over Browser Elements	No	Yes	Explain
Tab over Page Links	No	Yes	Explain
Tab over Related Page Links	No	Yes	Explain
Tab over Toolbar	No	Yes	Explain

Restore Category Defaults

OK Cancel

Sort Order

You can sort the search results on many pages, just by clicking on the heading.

Example: These results are sorted by Name.

Names

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results

View All First 1-12 of 12 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
112014054	Bronco, Beatrice Belinda	Female	11/15/1983	(blank)	*****	USA	SSN	BRONCO	BEATRICE
112059520	Bronco, Bertrand K	Male	08/22/1982	(blank)	*****	USA	SSN	BRONCO	BERTRAND
112055871	Bronco, Betty L	Female	05/02/1986	(blank)	*****	USA	SSN	BRONCO	BETTY
112060653	Bronco, Beulah Advise	Female	05/15/1989	(blank)	*****	USA	SSN	BRONCO	BEULAH
112060652	Bronco, Bianca L	Female	01/15/1987	(blank)	*****	USA	SSN	BRONCO	BIANCA
112055863	Bronco, Billy K	Male	11/15/1983	(blank)	*****	USA	SSN	BRONCO	BILLY
112055867	Bronco, Bobby L	Male	11/15/1983	(blank)	*****	USA	SSN	BRONCO	BOBBY
112055860	Bronco, Bonita L	Female	01/15/1983	(blank)	*****	USA	SSN	BRONCO	BONITA
112059458	Bronco, Boris	Male	08/22/1984	(blank)	*****	USA	SSN	BRONCO	BORIS
112055869	Bronco, Brianna L	Female	01/15/1986	(blank)	*****	USA	SSN	BRONCO	BRIANNA
112055858	Bronco, Buffy L	Female	01/15/1983	(blank)	*****	USA	SSN	BRONCO	BUFFY
111606642	Bronco, Buster	Male	03/03/1984	(blank)	*****	USA	SSN	BRONCO	BUSTER

Customization – Column and Sort Order

By clicking on the “Customize Link” at the top of any grid, you can customize how the results are displayed.

View Student Groups by Student



Academic Institution: IDBSU Boise State University **Effective Date:** 01/01/1932
Student Group: MBA Admitted to MBA Program **Effective Status:** Active


Select Effective Dates: All

Range Selection: Select Last Name Range

Last Name From: BRONCO
Last Name To: BRONCO

Name	ID	Effective Date	Status	Comment	Details
Bronco,Buster	111606642	09/09/2008	Active		Details
Bronco,Beatrice Belinda	112014054	09/09/2008	Active		Details
Bronco,Buffy L	112055858	09/09/2008	Active		Details
Bronco,Bonita L	112055860	09/09/2008	Active		Details
Bronco,Billy K	112055863	09/09/2008	Active		Details

Column Order – Select the  and  buttons to move columns on your display. You can then “Preview” or simply select OK to save the settings.

Sort Order - Select any field in the Column Order column and hit the  button to move it to the Sort Order column on the right. You can then “Preview” or simply select OK to save the settings.

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Name
- ID
- Effective Date
- Effective Status
- Comment (hidden)
- Details

Hidden
 Frozen

Sort Order

- Name (desc)

Descending

[Copy Settings](#)

Customization – by Page*

Another customization that can be made is to have the page default to a specific tab.

- 1) Select the tab you want to view.
- 2) Select “Customize Page”

Menu

Search: []

New Window | Help | **Customize Page**

Term Statistics | **Cumulative Statistics** | Term Withdrawal | Session Withdrawal | Academic Standing

Buster Bronco 111606642

Academic Career: Graduate

Institution: Boise State University Academic Level - Term End: Graduate

Term: 1086 Summer 2008 Reset Cum Stats at Term Start:

	Towards GPA	No GPA	Cum Total	For Progress	Audit
In Progress:	0.000	0.000	0.000		0.000
Taken:	0.000	0.000	0.000	0.000	
Passed:	0.000	0.000	0.000	0.000	
Grade Points:	0.000				
Units Taken Toward GPA:	0.000				
GPA:	0.000				

	Towards GPA	No GPA	Cum Total	For Progress	Units Only	Units Adjustment	Total Transfer
Taken:	0.000	0.000	0.000	0.000			
Passed:	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Grade Points:	0.000						
Units Taken Toward GPA:	0.000						
GPA:	0.000						

	Towards GPA	No GPA	Cum Total	For Progress
Taken:	0.000	0.000	0.000	0.000
Passed:	0.000	0.000	0.000	0.000
Grade Points:	0.000			
Units Taken Toward GPA:	0.000			
GPA:	0.000			

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History

Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | Student Special GPA

OK Cancel [Copy Settings](#) [Share Settings](#) [Delete Settings](#)

Page Customization

Customized Settings are in effect.

Put this page in front (the current tab) when I come into this component.

Save tabbing order customized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence.
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.


Clear Tabbing Order Restore Default

Include In Tabbing Order Remove From Order Move Up In Order Move Down In Order

- 3) Select the appropriate check box for the desired customization.
- 4) Select OK to save


*Note – each page has different customization options (i.e. tab order, view all default, etc.)


Download

On any page that has a download  button, you can export the results to a spreadsheet.

Click on the  button.

Manage Service Indicators

Buster Bronco 111606642 

Display: Effect Institution [Refresh](#) 

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
BPO	BUMP Pass-Over	Bronco Clan	IDBSU	0000	Begin Term			07/20/2007	
FGR	Graduate credits - monitoring	Fall 2007	IDBSU	1079	2007 Fall	1079	2007 Fall	08/23/2007	
RMC	Multiple Career	Multiple Career	IDBSU	0000	Begin Term			09/12/2008	
SEQ	Unreturned Equipment	Unreturned Equipment - misc.	IDBSU	0000	Begin Term			08/25/2008	
SNR	Hold Refunds	Hold Refund	IDBSU	0000	Begin Term			08/11/2004	

[+ Add Service Indicator](#)


The results will pull up in a new window which can be saved to Excel.

BroncoWeb Self Service – Back Office View

The Student Services Center allows Back Office users to see what the student sees on their Student Center in BroncoWeb. There are some slight differences in the back office view, including extra functionality back office.

Navigation: Campus Community, Student Services Center

Menu

Search: 

- ▶ My Favorites
- ▶ BSU Pages and Reports
- ▼ Campus Community
 - ▶ Personal Information
 - ▶ Checklists
 - ▶ Communications
 - ▶ Comments
 - ▶ Service Indicators
 - ▶ Service Indicators (Student)
 - ▶ Committees
 - ▶ **Student Services Ctr (Student)**
- ▶ Student Recruiting
- ▶ Student Admissions
- ▶ Records and Enrollment
- ▶ Curriculum Management
- ▶ Financial Aid
- ▶ Student Financials
- ▶ Set Up SACR
- ▶ Reporting Tools
- ▶ PeopleTools
- ▶ [Change My Password](#)
- ▶ [My Personalizations](#)
- ▶ [My Dictionary](#)

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with


Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Menu

Search:

- ▶ My Favorites
- ▶ BSU Pages and Reports
- ▼ Campus Community
 - ▶ Personal Information
 - ▶ Checklists
 - ▶ Communications
 - ▶ Comments
 - ▶ Service Indicators
 - ▶ Service Indicators (Student)
 - ▶ Committees
- Student Services Ctr (Student)
- ▶ Student Recruiting
- ▶ Student Admissions
- ▶ Records and Enrollment
- ▶ Curriculum Management
- ▶ Financial Aid
- ▶ Student Financials
- ▶ Set Up SACR
- ▶ Reporting Tools
- ▶ PeopleTools
- [Change My Password](#)
- [My Personalizations](#)
- [My Dictionary](#)

Buster Bronco

ID: 111606642



- [student center](#)
- [general info](#)
- [admissions](#)
- [transfer credit](#)
- [academics](#)
- [finances](#)

Buster's Student Center

Academics

- [My Class Schedule](#)
- [Shopping Cart](#)
- [My Planner](#)

other academic...

Deadlines

This Week's Schedule		
	Class	Schedule
	ANTH 203-001 LEC (73726)	MoWeFr 8:40AM - 9:30AM Interactive Lrning Ctr. Rm 202
	KINES 140-001 LEC (71197)	Mo 4:00PM - 7:00PM Kinesiology Bldg Rm 219
	KINES 220-001 LEC (72349)	MoWeFr 8:40AM - 9:30AM Kinesiology Bldg Rm 219
	MATH 143-002 LEC (70675)	MoWeFr 7:40AM - 8:30AM Interactive Lrning Ctr. Rm 201
	MATH 143-006 LEC (71324)	MoWeFr 9:40AM - 10:30AM Education Bldg Rm 106

[weekly schedule ▶](#)

Holds

- Multiple Career
 - Unreturned Equipment
 - Graduate credits - monitoring
 - Hold Refunds
- [details ▶](#)

To Do List

- \$30 Application Fee
- 02-03 Additional Verification
- 02-03 Antic Grad Date Correct?
- 02-03 INS Verification
- 02-03 No More Fall Aid
- 02-03 Really a Veteran
- 05-06 Ind 2004 Tax Return
- 05-06 Independent 2004 W-2's
- 05-06 Independent Verification
- 05-06 Tax Transcript Student
- 06-07 No More Fall Aid
- 06-07 Two Careers
- 07-08 Ind 2006 Tax Return
- 07-08 Independent 2006 W-2's
- 07-08 Marital Status Change
- 07-08 No More Fall Aid
- 08-09 Rejected ISIR
- Adult Basic Education
- Assign Letter to Student

Finances

- My Account**
- [Account Inquiry](#)
- [Student Financials Home](#)

- Financial Aid**
- Scholarships
- Summer Aid

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

Know your due dates and deadlines! Missing a deadline could be costly. A monthly late fee of 21% per annum (1.75% per month or \$10, whichever is greater) will be assessed at the beginning of the month on past-due balances. Unpaid account balances may be sent to an outside collection agency.

- Menu**
- Search:
- ▶ My Favorites
 - ▶ BSU Pages and Reports
 - ▶ Welcome to Boise State
 - ▼ Campus Community
 - ▶ Personal Information
 - ▶ Personal Information (Student)
 - ▶ Checklists
 - ▶ Communications
 - ▶ Comments
 - ▶ 3C Engine
 - ▶ Service Indicators
 - ▶ Service Indicators (Student)
 - ▶ Organization
 - ▶ Committees
 - Student Services Ctr (Student)
 - ▶ Student Recruiting
 - ▶ Student Admissions
 - ▶ Records and Enrollment
 - ▶ Curriculum Management
 - ▶ Financial Aid
 - ▶ Student Financials
 - ▶ Academic Advisement
 - ▶ Set Up HRMS
 - ▶ Set Up SACR
 - ▶ Tree Manager
 - ▶ Reporting Tools
 - ▶ PeopleTools
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My Dictionary](#)

Buster Bronco

ID: 111606642



- [student center](#) |
 [general info](#) |
 [admissions](#) |
 [transfer credit](#) |
 [academics](#) |
 [finances](#) |
 [financial aid](#)

- [Service Indicators](#) |
 [Initiated Checklists](#)
[Student Groups](#) |
 [Personal Data](#)
[Addresses](#) |
 [Names](#)
[Email Addresses](#) |
 [Phones](#)

COLLAPSE ALL

EXPAND ALL

▼ **Service Indicators**

[edit service indicators](#)

Positive
 Negative

Service Indicators						
Customize View All						
First 1-3 of 3 Last						
Type	Details	Start Term	End Term	Start Date	End Date	Department
<input type="radio"/>	Hold Refunds	Begin Term - Srvc Indicatr Use		08/11/2004		Account Maintenance Center
<input checked="" type="radio"/>	BUMP Pass-Over	Begin Term - Srvc Indicatr Use		07/20/2007		Boise State University
<input type="radio"/>	Graduate credits - monitoring	Fall 2007	Fall 2007	08/23/2007		Financial Aid

[Go to top](#)

▼ **Initiated Checklists**

[review checklist summary](#)

Filter data by

<input type="text"/>	Operator	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Checklists

View All

First

1-5 of 21

Last