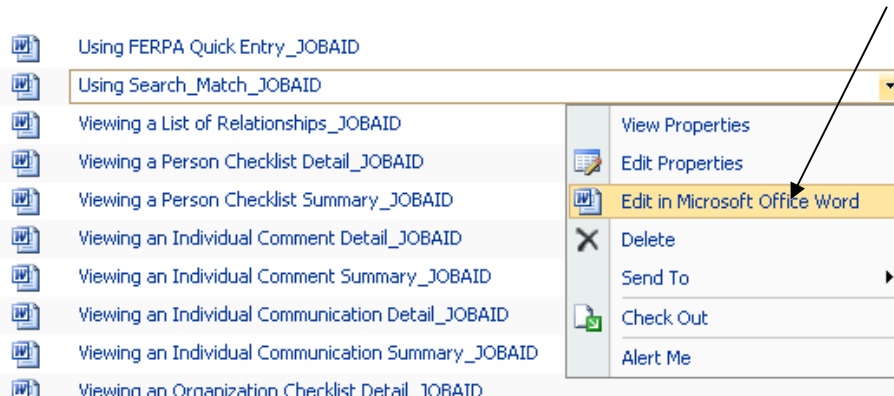


UPK (User Productivity Kit) Folder

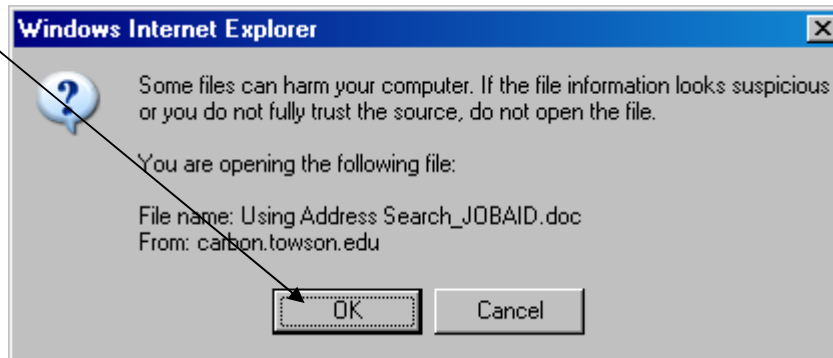
A UPK Job Aid folder has been to each functional group area on the SharePoint site. This folder can be accessed by clicking on the shared documents in the left hand menu. All of the delivered content job aids for your area has been published and uploaded to this folder.

Opening the Job Aid file

Open the UPK Job Aid folder. All of the job aid files will be displayed. Click on the drop down arrow for the job aid you want to open and select, Edit in Microsoft Office Word.



Click OK



Your document will open in Word.



Using Address Search

1.	Begin by navigating to the Address Search page. Click the Campus Community link. <input type="text" value="Campus Community"/>
2.	Click the Personal Information link.
3.	Click the Address Search link.
4.	Enter the desired information into the ID field. Enter a valid value e.g. " FA0099999 ".
5.	Click in the Usage field. <input type="text"/>
6.	Use the Usage field to enter the type of address usage or search order for the system to use in the search. In this example, there is a defined code that returns Home, Mailing, Permanent, and Work addresses. Enter the desired information into the Usage field. Enter a valid value e.g. " SLCT ORD 1 ".

Please review the step-by-step delivered content in each job aid for your area and determine if the delivered content is correct for that process.


Editing Delivered Content

If you need to make changes to the steps in the delivered content, please complete changes in the following format:

1. Additions –

- a. Click behind the last line of the text and hit enter.
- b. Click on **GREEN** for the font color.
- c. Click on the bullet icon for each new step.



Using Address Search

1.	Begin by navigating to the Address Search page. Click the Campus Community link. 
2.	Click the Personal Information link.
3.	Click the Address Search link.
4.	Enter the desired information into the ID field. Enter a valid value e.g. "FA009999" .
5.	Click in the Usage field. <input type="text"/>
6.	Use the Usage field to enter the type of address usage or search order for the system to use in the search. In this example, there is a defined code that returns Home, Mailing, Permanent, and Work addresses. Enter the desired information into the Usage field. Enter a valid value e.g. "SELECT ORD 1" . <ul style="list-style-type: none"> • To Search, click on the Magnifying Glass icon. • Click on the Look Up button. • From the Address Usage links listing, click on your preferred address type

- i. Change all references to ID field to **0122968**. (We will be using Darth's ID to keep the information consistent for all job aids)
- ii. Change all references to Term field to **1082**. (The UPK tool should be available for the Fall 07 semester; however, we will be using the Spring 08 term)
- iii. Nancy and I will not begin the UPK development on your job aid until we see the status is indicated as **COMPLETE**.

2. Deletions – Please use the strikethrough function for steps or information you want deleted from the delivered content.

- a. Hi-light content to be deleted
- b. Click on Format
- c. Click on Font
- d. Click on the Strikethrough Checkbox in the Effects area

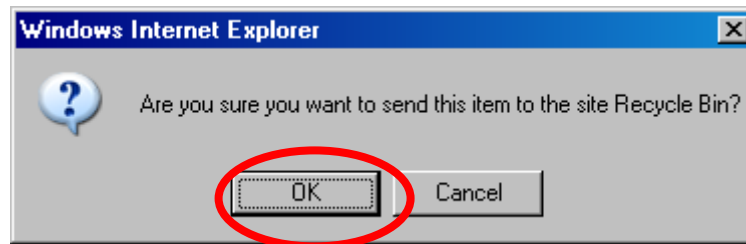
7.	In this example, you want to view all address types, so you will leave the other fields blank. Click the Search button. 
8.	Notice that there are two rows of data. The first displayed is the Home address. You want to view the Mailing address. Click the Next Row button. 
9.	If needed, you can click the Update Addresses link to access the Addresses page, on which you can edit or update any address data associated with the individual.
10.	You have successfully searched for addresses in the system. End of Procedure.

3. Deleting the Job Aid

If you review the job aid and determine you do not need the delivered content, please delete the document. Click on the drop down arrow and select **Delete**.



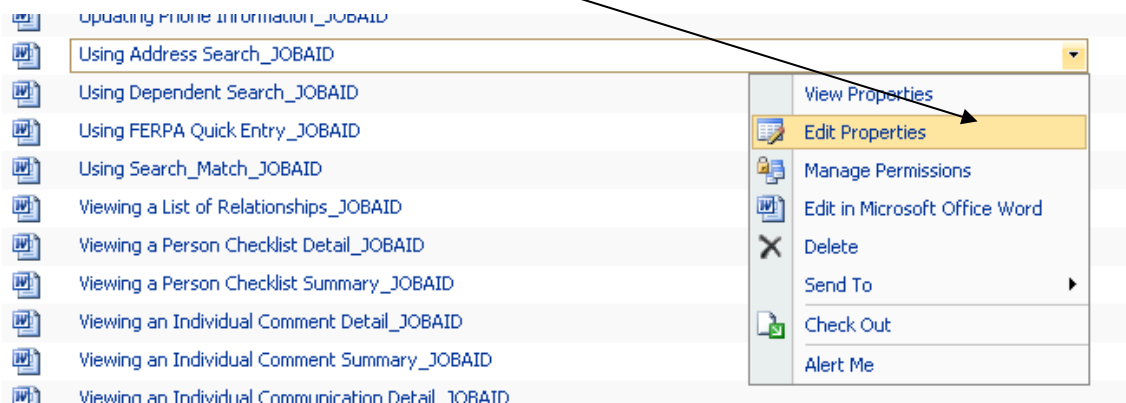
You will be prompted to confirm your deletion ... Click on OK. The document will be removed from the job aid folder. (Don't panic if you have deleted a job aid and then find you need that delivered content ... we will be able to retrieve that job aid for you or send more guidelines on retrieving documents from the recycling bin.)



Saving the Job Aid

To save the updated job aid back to the UPK folder on the SharePoint site, Click File > Save

1. Use the status column when editing your - If you are not familiar with using the status indicator, please read the following:
 - o Once you have edited the document and saved, the status will automatically update itself to Draft. If the document is complete and no more editing is required, you will need to change the status properties to Complete. To do this, Click on the Drop Down Arrow of the document, Click Edit Properties



- o A Status page will open allowing you to select a status type or enter your own status.

OK Cancel

X Delete Item * indicates a required field

Name * Using Address Search_JOB AID .doc

Title Using Address Search

Status *

blue:

Draft

Testing Job Aid

Complete

Created at 4/25/2007 7:39 AM by Taylor, Donna
Last modified at 5/2/2007 9:54 AM by Quinn, Nancy C.

OK Cancel