



*9.0 Training*

*PAWS BASICS*

Updated: March 17, 2009

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## Overview

### Welcome to PAWS Training

Thank you for taking PAWS Basic training. This course will prepare you to take more in-depth courses about specific aspects of PAWS. We hope this training provides the support you need to become a successful PAWS user.

### What is PAWS?

The Panther Access to Web Services (PAWS) is the University of Wisconsin-Milwaukee's version of PeopleSoft's Student Administration System. The purpose of the PAWS software is to provide comprehensive information management support for all aspects of student administration. The PAWS software is the entry point to online student services for students, faculty, and staff. PAWS provides one solution for several functions, including:

- 🐾 **Academic Advisement** – Printing of degree progress reports
- 🐾 **Admissions** – Student Application area
- 🐾 **Campus Community** – all of the people within PAWS
- 🐾 **Financial Aid** - awards and status checking
- 🐾 **Student Records** - including online registration, grades and schedules, transcripts and change of address
- 🐾 **Student Financials** - Bursar account checking

### About this Course

The purpose of this course is to help you understand and successfully use PAWS basic concepts.

#### After this course, you will be able to:

- 🐾 Sign in and out of PAWS
- 🐾 Set-up your PAWS Personalization Options
- 🐾 Navigate PAWS successfully

#### You will also better understand:

- 🐾 System security
- 🐾 PAWS window components
- 🐾 Pages, buttons, links, drop down boxes
- 🐾 PAWS terminology

**NOTE:** The views you see of PAWS back at the office may be different from the views you see in training. For example, some security roles mask all but the last four digits of the social security number on search result pages.



## ***Advantages of PAWS***

The advantages of PAWS include:

- 🐾 One system used by students, faculty, advisors, and staff
- 🐾 All information is stored in web accessible database
- 🐾 Expedites production of reports, letters, and similar documents that rely on data from the student system
- 🐾 Integrates data storage and distributed update and access capabilities

With PAWS, all student information is stored on one central database and accessed by many users. This minimizes update requirements, maximizes accessibility, saves times, and improves data integrity.



## PAWS Modules and Structure

This topic presents the system as a whole, with a brief description of each of the eight PAWS modules. This will help you to understand how the various modules work together and affect one another.

### Modules

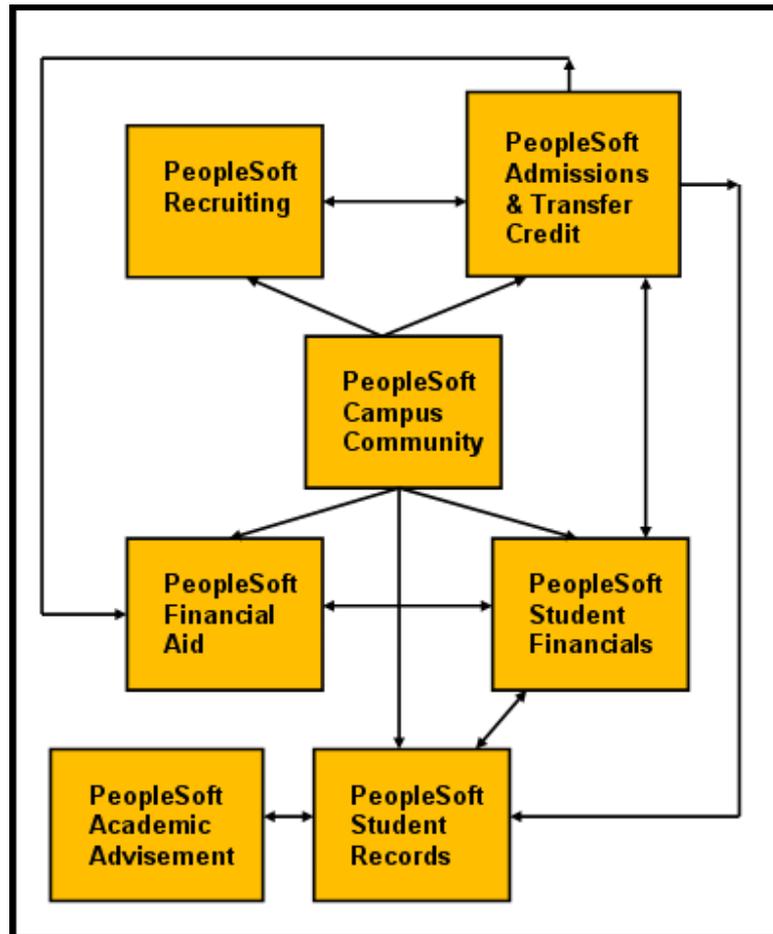
The PAWS software is comprised of eight functional modules, which support the business processes associated with student administration:

- 🐾 **Academic Advisement** – handles degree audits. The Academic Advisement module tracks the requirements and regulations a student must satisfy in order to graduate with an undergraduate degree. Degree progress reports run based on requirements in PAWS.
- 🐾 **Admissions** – manages and tracks all of the received applications. Admissions includes a wide variety of inquiry pages that allow you to view summary information for both prospective students and applicants such as test scores or high school transcript data. This module is also capable of handling other tasks such as evaluating applications and loading external test score data, just to name a few.
- 🐾 **Campus Community** – stores data about people, including students, faculty and administrative users. This is the hub, or backbone, of the entire student information system. Campus Community is where a wide variety of demographic and biographic data is stored.
- 🐾 **Financial Aid** – tracks financial aid. This powerful tool allows an institution to track the entire aid cycle from application processing to the actual disbursement of aid. Financial Aid has the ability to interact with the U.S. Department of Education Central Processing System.
- 🐾 **Recruitment** – tracks prospective student information, events, and mailings. The Recruitment module allows events to be set-up and attendance tracked within PAWS.
- 🐾 **Student Financials** – handles accounting tasks. The Student Financials module enables the calculation of tuition and fees, and creates student bills. A complete history of a student account appears within Student Financials. In addition, Student Financials includes a collections system to track and manage overdue accounts.
- 🐾 **Student Records** – tracks students from admission to their departure from the University of Wisconsin-Milwaukee (UWM). In Student Records, all academic information, such as student program and major, enrollment and grades, is captured and tracked to compile a complete history of their stay at UW-Milwaukee, including the official and unofficial transcripts.
- 🐾 **Transfer Credit** – manages and tracks all of the received transfer credits from other universities. Transfer Credit can be viewed from admission pages as well as through student records pages. Both means provide the same transfer credit totals.



## Structure

Campus Community shares people data, such as names and addresses, and external organization data, for prospect, application and transcript processing, with Recruiting, Admissions, Financial Aid, and Student Financials. Recruiting and Admissions transfer application data with PAWS Student Records after applicant matriculation. Since Transfer Credit is only applied once a prospective student has submitted an application, the Admissions and Transfer Credit modules are listed together in one box in the diagram below.



## Before you Begin

To make sure we are all on the same page when using PAWS terminology, some common definitions are below:

Terms to Know	Definition
<b>Academic Career</b>	All course work for a student grouped in a single student record. For example, UW-Milwaukee has an undergraduate school and a graduate school and defines an undergraduate career and a graduate career.
<b>Academic Groups</b>	School/College such as Academic Opportunity Center (AOC) or Engineering & Applied Science.
<b>Academic Institution</b>	Academic Institution provides the user with access to the system for that institution. When selected, the user automatically has read/write access to all the data related to that institution. PeopleSoft is set-up to run more than one institution off the software, but at the University of Wisconsin Milwaukee, we use one institution. The code is "UWMIL".
<b>Academic Level</b>	Year in school.
<b>Academic Organization</b>	In PAWS, an academic organization is part of the administrative structure within UW-Milwaukee. An example of an Academic Organization would be the College of Letters & Science.
<b>Academic Plan</b>	In PAWS, academic plan is an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career. An example of an Academic Plan would be MUSICBFA1, which is an Intended Bachelors of Fine Arts in Music.
<b>Academic Program</b>	In PAWS, academic program is what a student applies to, is admitted, and from which the student graduates. The Program is the type of degree within a specific School/College. An example of an Academic Program would be ARTUG, which is an Undergraduate Degree in the Peck School of the Arts.
<b>Admit Type</b>	In PAWS, admit type is a designation used to distinguish first-year applications from transfer applications. There are several admit types including: CCP, CNT, GNC, GNT, NFP, NFR, NFT, NGR, NGT, NSP, NST, NTR, NTT, RCP, REI, REN, RSP, RTR, UNC, UNT. A chart is included in the appendix on page 95.
<b>As of Date</b>	The last date for which a report or process includes data.
<b>Campus</b>	In PAWS, campus is an entity that is usually associated with a separate physical administrative unit that belongs to a single academic institution, that uses the same course catalog, and produces a common transcript for students within the same academic career. The campus value used at the University of Wisconsin Milwaukee is "MAIN".
<b>Career</b>	Level – Undergraduate or Graduate.
<b>Carry Id</b>	A function in PAWS that retains the Empl ID of an individual when moving from one page to another page.
<b>Checklist Code</b>	Checklist code represents a list of planned or completed action items assigned to an applicant or student. Checklists enable Admissions, Financial Aid, and Student Records to view all action assignments on one page.



Terms to Know	Definition
<b>Class</b>	In PAWS, class is a specific offering of a course component within an academic term. For example, this could be English 090, Section 1, for fall, 2008.
<b>Communication Key</b>	<p>In PAWS, a single code for entering a combination of</p> <ul style="list-style-type: none"> <li>☞ Communication category</li> <li>☞ Communication context</li> <li>☞ Communication method</li> <li>☞ Communication direction</li> <li>☞ Standard letter code</li> </ul> <p>Communication keys are also called <b>comm keys</b> or <b>speed keys</b> and can be created for PAWS processes (such as mass mailings) as well as for specific users. Administrative users in Recruitment and Outreach or Admissions use CommKeys.</p>
<b>Component</b>	A component is a group of multiple pages/tabs of data that are bundled together with a single navigation. For example, <b>Add/Update a Person</b> has the Biographical Details as well as the Address tabs. <b>Add/Update a Person</b> is a component.
<b>Correct History Mode</b>	This mode enables you to view, change, and insert rows of data, regardless of the effective date. Most PAWS users will not have access to the "Correct History Mode". Security granted to update users in offices with a business need to change history.
<b>Course</b>	In PAWS, a course offered by a school and described in a course catalog. A course has a standard syllabus and credit level and can be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. An example would be Biological Sciences 383. This course has both a lecture component and a lab component. A student must enroll and complete both components of this course.
<b>Customization</b>	Customizations are modifications made by UW-Milwaukee to the PAWS "vanilla" software, called PeopleSoft. The modifications are made so that PAWS can handle UW-Milwaukee's business processes. In addition, customizations are made to compensate for missing functionality or to fix a "bug" in the software.
<b>Deferred Processing</b>	In PAWS, deferred processing occurs when a user enters all the information required on a page, and then either tabs out of the last field or presses "save" to get any error messages and fix the entered fields. This type of entry is used for fast data entry. Only specific offices on campus have access to Deferred Processing.
<b>ePanther ID</b>	An ID that represents the person who generates a transaction. User ID, ePanther ID, and Operator ID used interchangeably.



Terms to Know	Definition
<b>Effective Date</b>	<p>The date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. By default, PAWS pages and processes use the most current effective date.</p> <p>PAWS categorizes effective-dated rows into the following basic types:</p> <ul style="list-style-type: none"> <li>☛ <b>Current</b> - The data row with the date closest to, but not greater than, the system date. Only one row can be the current row, however, some pages will have the same date with different effective sequences.</li> <li>☛ <b>History</b> - Data rows that have effective dates earlier than the current data row.</li> <li>☛ <b>Future</b> - Data rows that have effective dates later than the system date.</li> </ul>
<b>Effective Sequence</b>	<p>Allows the sequencing of events that have the same effective date. For example, on the <b>Student Program/Plan</b> component, the student may be admitted and Matriculated on the same day. The Effective Date will be the same and the Effective Sequence numbers will show the ADMT row prior to the MATR row. So, ADMT with Effective Sequence of 1 and the MATR with Effective Sequence of 2.</p>
<b>Expert Entry</b>	<p>In PAWS, expert entry is described as deferred processing on steroids. It is typically used by staff who have many data items to enter on one page and are very fast (and accurate) at entering the data. Only specific offices on campus have access to Expert Entry.</p>
<b>Functional Users</b>	<p>UW-Milwaukee staff who use PAWS to get their day-to-day work done. For example, staff in the Bursar's Office and Department of Enrollment Services are referred to as Functional users because they interact with PAWS data by adding, removing, or editing data.</p>
<b>Functionality</b>	<p>Functionality refers to how PAWS works along with the UW-Milwaukee business processes.</p>
<b>Include History Mode</b>	<p>Select Include History to view effective-dated rows of information for a record. Include History will show you all of the current rows of information as well as any previous rows of information.</p>
<b>Inquiry Access</b>	<p>In PAWS, a type of security access that permits the user to view data on a component, but does not allow for updating that data.</p>
<b>Inquiry User</b>	<p>In PAWS, a type of security access that permits the user to view data. Also referred to as Inquiry Access.</p>
<b>Institution</b>	<p>The university using the database. In our case, UWMIL means the University of Wisconsin Milwaukee. Sometimes being referenced as UWM.</p>
<b>Interactive Processing</b>	<p>In PAWS, interactive processing will produce an error message as soon as the user tabs out of the field just entered. While enabling staff to correct errors as soon as they happen, this type of entry slows down data entry, but is the most common access granted for campus use.</p>
<b>Menu Pagelet</b>	<p>Part of the PAWS navigation structure, located on the left side of your screen. Menu items can expand or contract, depending on their content.</p>
<b>Milestone</b>	<p>Represents the placement level of a test, such as Chemistry, English or a foreign language.</p>
<b>Module</b>	<p>PAWS has several sections of the system that are categorized by a specific business area. We use eight modules on campus. They include: Academic</p>



Terms to Know	Definition
	Advisement, Admissions, Campus Community, Financial Aid, Recruitment, Student Financials, Student Records, and Transfer Credit.
<b>Module Functional Lead</b>	UWM has identified specific users who are Module Leads (also known as Functional Leads or Module Functional Leads). See the Appendix for a list of the Module Functional Leads.
<b>Operator ID</b>	An ID that represents the person who generates a transaction. Operator ID, ePanther ID, and User ID used interchangeably.
<b>Pages</b>	The individual display and data-entry screens for each part of PAWS. Pages appear in the browser window.
<b>Plan</b>	Major, minor or certificate.
<b>Program</b>	Represents the school/college and type of program (special, certificate of major, etc). Corresponds to "classification" in the legacy system.
<b>Prospects</b>	Students who are interested in applying to UW-Milwaukee.
<b>Search/Match</b>	A feature that enables you to search for and identify records in the system.  <b>NOTE:</b> Many Search and/or Create/Update pages may appear with the ID carried over from previous actions you have performed in PAWS. Called the "Carry Id" function.
<b>Service Indicator</b>	Indicate that services may be either withheld or provided to an individual. <ul style="list-style-type: none"> <li>⦿ <b>Negative</b> service indicators indicate holds that prevent the student from receiving specified services, such as registering for classes, receiving a transcript, or receiving a diploma.</li> <li>⦿ <b>Positive</b> service indicators used to show when a student has a payment plan agreement set-up with the Bursar's Office.</li> </ul>
<b>Single Signon</b>	With single signon, users with a valid ePanther ID and password sign on one time and are allowed access to various IT-related UW-Milwaukee services. At this point myUWM is the only place that really allows single sign-on into PAWS or other services.
<b>Software Upgrade</b>	A software upgrade is a change in the software (computer program) itself. These changes are made by the vendor and can include: <ul style="list-style-type: none"> <li>⦿ Changes in functionality or the visual look.</li> <li>⦿ Corrections to problems with the software.</li> <li>⦿ And/or background changes that cause the software to work more efficiently.</li> </ul>
<b>Standard Letter Code</b>	In PAWS, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in PAWS must have standard letter code identification.
<b>Subjects</b>	Curricular areas from the legacy system.
<b>Sub-plan</b>	Option, track or concentration within a plan. Not all plans have sub-plans.
<b>Technical User</b>	UW-Milwaukee staff whose day-to-day work is working to enhance PAWS functionality and performance. For example, staff in University Information Technology Services (UITS) and some Department of Enrollment Services (DES) staff are referred to as Technical users because they interact with PAWS programming code.
<b>Units</b>	Credits.
<b>Update Access</b>	A type of security access that permits the user to edit and update data on a page.



Terms to Know	Definition
<b>User ID</b>	An ID that represents the person who generates a transaction. User ID, Operator ID, and ePanther ID used interchangeably.
<b>Vendor Software</b>	Vendor software is commercial computer programs developed by independent companies for different industries and businesses. The software is usually programmed to fit "most" needs for a particular business or industry when the vendor is trying to accommodate many clients at one time.
<b>3C Engine</b>	This is the abbreviation for the PAWS <b>Communications, Checklists, and Comments engine</b> . The 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments.
<b>3C Group</b>	<p>This is the abbreviation for the PAWS <b>Communications, Checklists, and Comments group</b>. In PAWS, the 3C Group is a method of assigning or restricting access privileges.</p> <p>Each user assigned to group specific communication categories, checklist codes, and comment categories. The group then receives inquiry-only access or update access, as appropriate.</p> <p>The 3Cs functionality (communications, checklists, and comments) enables you to create, track, and assign interactions with prospects and applicants and are shared across most of PAWS.</p> <ul style="list-style-type: none"> <li>☛ <b>Communication Management</b>—enables you to manage the institution's incoming and outgoing contacts with applicants, students, prospects, recruits, staff, alumni, donors, and organizations.</li> <li>☛ <b>Checklist Management</b>—enables you to create lists to track activities and due dates, and identify their status at any time.</li> <li>☛ <b>Comment Management</b>—enables you to enter notes in the database about individuals, organizations, or events.</li> </ul>



## PAWS Security and Your ePanther ID

Students automatically receive access to PAWS as part of the admissions process. Faculty receive access to PAWS once they are attached to a class to teach. Other users of PAWS, such as Administrative Staff, must request access to PAWS. Below are the steps to gain access for all users other than students or faculty.

- 1) **Establish an ePanther ID and ePanther Password** if you do not already have one. Go to the <https://www-ssl.uwm.edu/IMT/ePanther/aa/> URL to activate your account.
- 2) **Complete the FERPA** on-line Tutorial and Quiz. No one granted access to PAWS until the FERPA quiz successfully completed. Go to the <http://www4.edu/des/apps/ferpaquiz/index.cfm?a1=login> .URL to complete FERPA Tutorial.

If additional PAWS training is required, you will be directed to check out the course offerings on the PAWS Training section of the PAWS website.

- 3) **Complete the appropriate PAWS Authorization Request Form** from the PAWS website. The forms are fillable Adobe Acrobat .pdf files which means you can fill them out online, print them off and sign them. Give the form to your supervisor to sign and approve. Forms are submitted to the appropriate approver, listed at the bottom of the form. There are different forms depending on what access you require. PAWS security is granted based on your role on campus and your business need to know specific information. To gain access to PAWS, submit the appropriate PAWS Authorization form:
  - Academic Advisement, Admissions, Course/Timetable, Records, Recruitment, and Transfer Credit Authorization Form. – Rita Freiburger
  - Financial Aid Authorization Form – Jan Anderson
  - Student Financials Authorization Form – Mary Wise
  - Non-Production Instances of PeopleSoft Authorization Form – Rita Freiburger
  - Production Instance Technical Authorization Form – UITS in Bolton 229

Be sure to read the “Acknowledgement of Expectations” on the authorization form. If you have questions about data access, contact the functional lead responsible for that area.

Have your supervisor sign the form and forward to the appropriate person listed on the form.

- 4) **Set-up your ePanther Password**, once you have received your ePanther Id from UITS.
- 5) **Set-up any necessary defaults.**



Your PAWS access/security is linked to the PAWS authorization form/forms submitted. The security roles you are assigned are based on what functions you need access to in PAWS in order to complete your job. The appropriate data custodian, responsible for defining roles in PAWS and monitoring who has access, determines what access will be granted based on the authorization form. If you have questions regarding your PAWS access, please contact the appropriate data custodian.

- Academic Advisement, Admissions, Course/Timetetable, Records, Recruitment, and Transfer Credit – Rita Freiburger
- Financial Aid – Jan Anderson
- Student Financials – Mary Wise

If you already have access, but need additional authorization, follow the steps above for the new module area (Ex. Records). FERPA training only needs to be completed once. If the new access is in the same module you already have access to (Ex. Records), an email to the appropriate data custodian explaining what you need access to and why should be fine. If approval requires the signature of your supervisor you may be asked to fill out a new form and submit.



### PAWS ID and Password for Student Employees

All new students and employees are assigned an **ePanther ID**, the key to computing at UWM. The ePanther Id is the beginning portion of your email address. For instance all the characters or numbers before the “@uwm.edu”. The ePanther ID account activation must be done before you can begin using PAWS. As part of the account activation process, you will create your ePanther Password.

For student employees, you will log into PAWS with your ePanther Id, followed by “\_2”. This is used to distinguish between your regular student ePanther ID and the ID that you use as an employee. Your “\_2” account will not work when you attempt to log in from the campus dorms or from off campus. This is a security measure to help you.

In addition, student employees who log in with an ePanther Id will use a different password to log into PAWS. Student employees have the ability to change their PAWS password.

Steps for changing the “\_2” password are listed below:

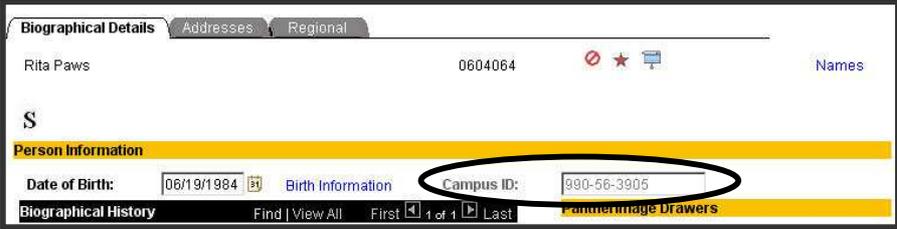
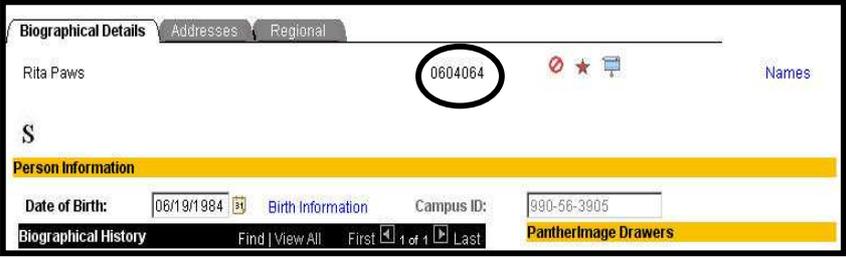
Step	Action	Result
1	<p>Navigate to <b>Change My Password</b>.</p> <p>Scroll to the bottom of the menu.</p> <p><b>Note: This link will only appear for Student Employees with an “_2” account.</b></p>	 <p>The screenshot shows the PAWS logo at the top left. Below it is a 'Menu' section with a list of items: My Favorites, Self Service, Workforce Administration, Campus Community, Records and Enrollment, Curriculum Management, Academic Advising, Set Up SACR, UWM Campus Community, UWM Curriculum Management, UWM IMT Applications, UWM Records &amp; Enrollment, Worklist, Reporting Tools, and PeopleTools. At the bottom of the menu, 'Change My Password' is highlighted in yellow, and 'My Personalizations' is below it.</p>
2	<p>Enter the current password in the <b>Current Password</b> edit box.</p>	 <p>The screenshot shows the PAWS logo and 'Panther Access to Web Services' at the top. On the right, there are links for 'Home' and 'Worklist'. The main content area is titled 'Change Password'. It displays 'User ID: ritapaws' and 'Description: Rita Paws'. Below this are three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. The 'Current Password:' field is circled in black. At the bottom right, there is a 'Change Password' button.</p>



Step	Action	Result
3	Enter a new password in the <b>New Password</b> edit box. Remember that passwords are case sensitive.	 <p>The screenshot shows the PAWS 'Change Password' page. The user ID is 'ritapaws' and the description is 'Rita Paws'. There are three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. The 'New Password' field is circled in black.</p>
4	Enter the new password again in the <b>Confirm Password</b> edit box.	 <p>The screenshot shows the PAWS 'Change Password' page. The user ID is 'ritapaws' and the description is 'Rita Paws'. There are three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. The 'Confirm Password' field is circled in black.</p>
5	Click the <b>Change Password</b> button.	 <p>The screenshot shows the PAWS 'Change Password' page. The user ID is 'ritapaws' and the description is 'Rita Paws'. There are three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. The 'Change Password' button at the bottom is circled in black.</p>

**Note:** This will only work for Student Employees. All other PAWS users need to log in with their ePanther Id and ePanther Password.



Terms to Know	Definition
<p><b>Campus ID</b></p>	<p>The Campus Id is the 990 or 991 number assigned to students when they apply. This number is on the Student ID card.</p> <p>Faculty and Staff also have Campus ID numbers that are assigned and displayed on their Campus ID cards. These are assigned from the day they are added to PAWS.</p> 
<p><b>ePanther ID</b></p>	<p>The ePanther ID assigned to UW-Milwaukee students, faculty, and staff. The easiest way for a staff member to find someone's ePanther Id is to look in PAWS. When you see the Campus email address, the ePanther Id is the beginning portion of the address prior to the @uwm.edu. In the example below the ePanther Id is "sbednar".</p> 
<p><b>ePanther Password</b></p>	<p>A unique combination of alpha and numeric characters, associated with your ePanther ID and used to protect PAWS from unauthorized access.</p> <p><b>Note:</b> If you are a student worker, your PAWS password for work may be different from your ePanther Password that you use to log into everything else.</p>
<p><b>ID (A.K.A. Empl. ID)</b></p>	<p>The ID shown below is known as the Empl. ID. Assigned to everyone in PAWS when the individual's name is saved to the database. The number is not published for student, faculty, or staff use. The ID is only used when running internal reports within Administrative Offices and is helpful when viewing multiple pages in PAWS.</p> 



Terms to Know	Definition
<b>Permission list</b>	<p>A package of user privileges, linked to your role in PAWS, for a specific PAWS business function. The permission list determines what data you can see and what functions of PAWS you can use.</p> <p><b>Note:</b> The views you see of PAWS back at the office may be different from the views you see in training. For example, some security roles mask all but the last four digits of the social security number on search result pages.</p>



## PAWS Sign In and Sign Out

The PAWS Sign In page looks like this:

**PAWS** Panther Access to Web Services

UNIVERSITY OF WISCONSIN  
**UWMILWAUKEE**

[Home](#) | [Help](#) | [Students](#) | [Faculty/Advisor](#) | [Staff](#)

Please sign in using your assigned ePanther ID and password, then click the 'Sign In' button.

ePanther ID:

Password:

**Sign In**

[Forgot Your ePanther ID or Password?](#)  
[Need Other Help?](#)

**PAWS Hours of Operation**

Monday-Saturday: 6:00 a.m.-12:00 a.m. (CDT)  
Sunday: 12:00 p.m.-12:00 a.m. (CDT)

If you encounter problems, please report them by using the [PAWS Help Form](#).

**Important Announcements**

**Student Finance Updates**

- Paper bills will no longer be mailed. Access your online statement on PAWS.
- Admin Payment Plan Fees will be assessed on 9/16. See Fee Facts at <http://www.bfs.uwm.edu/fees/> for information about this fee plus other important information.

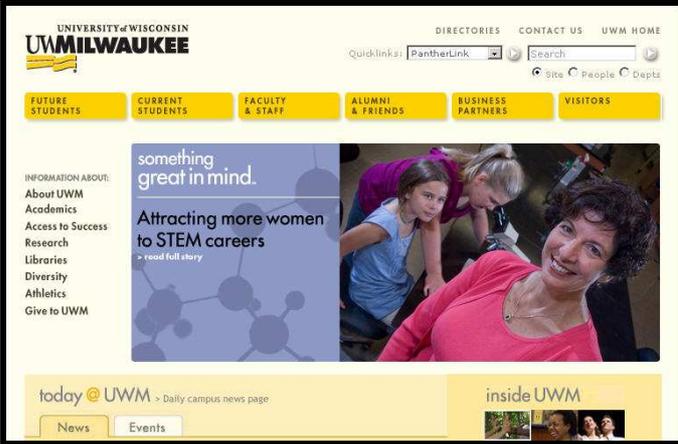
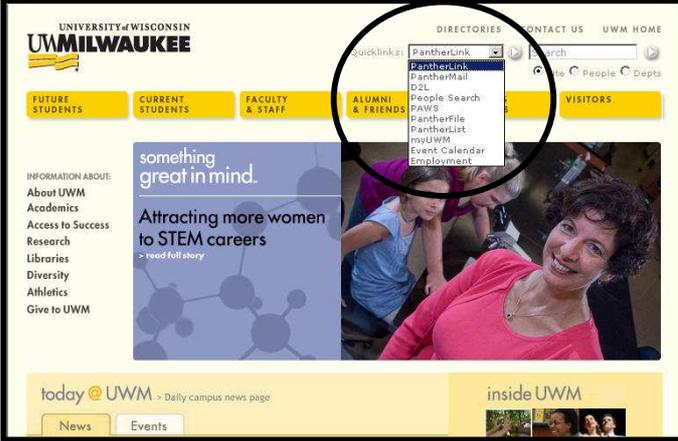
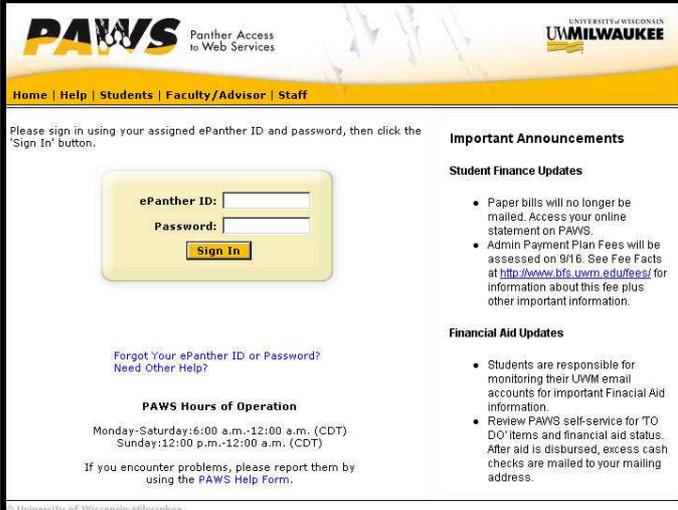
**Financial Aid Updates**

- Students are responsible for monitoring their UWM email accounts for important Financial Aid information.
- Review PAWS self-service for TO DO' items and financial aid status. After aid is disbursed, excess cash checks are mailed to your mailing address.

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### Sign in to PAWS

Step	Action	Result
1.	<p>Open your web browser to the UWM home page.</p> <p><b>Note:</b> If UWM is not your home page, type in <a href="http://www.uwm.edu">www.uwm.edu</a>.</p>	
2.	<p>Select <b>PAWS</b> from the quick Links option.</p> <p>OR</p> <p>Type in the PAWS URL: - <a href="http://www.paws.uwm.edu">www.paws.uwm.edu</a></p>	
3.	<p>The <b>Sign In</b> page appears.</p>	



Step	Action	Result
4.	<p>Type your <b>ePanther ID</b>.</p> <p><b>Note:</b> The <b>ePanther ID</b> field is NOT case sensitive. The characters display in upper and lower-case, however when the <b>Sign In</b> button is selected the system converts the ePanther ID to all caps for logging in purposes.</p>	
5.	<p>Type your <b>ePanther Password</b>.</p> <p><b>Note:</b> The <b>ePanther Password</b> is case sensitive so the appropriate upper and lower case letters <b>must</b> be typed. The characters will display as <b>*****</b> on the screen.</p>	
6.	<p>Click <b>Sign In</b> button.</p> <p><b>Note:</b> PAWS validates your ePanther ID and password; the mouse pointer may turn into a small hourglass, signifying that the online system is initiating your request.</p> <p>If either the user ID or password is invalid, the system displays an error message below the <b>Sign In</b> button.</p>	



### **Automatic Timeout Process**

PAWS has an automatic timeout process. This means that PAWS will automatically log you off PAWS when there is one hour of inactivity.

Prior to the automatic log out, PAWS should provide a warning that your browser session is about to expire.

The error message may display **“Your ePanther ID and/or ePanther Password are invalid.”**

When you have been timed out or logged out of PAWS, the following error message will appear.

#### **Your PeopleSoft connection has expired.**

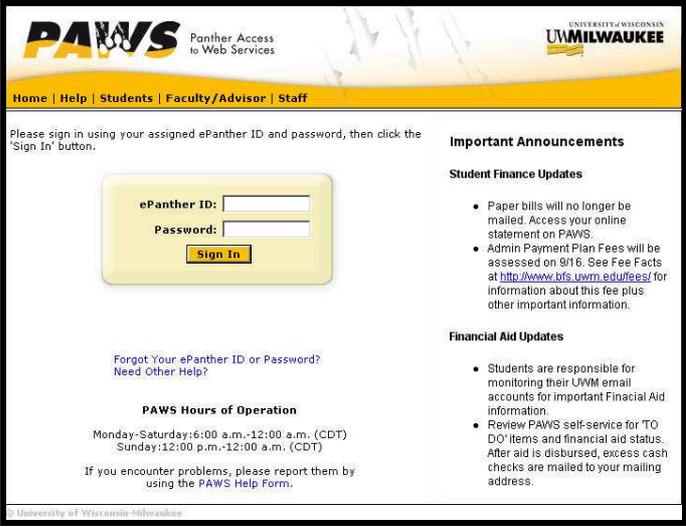
**For increased security on this site, connections are expired after 60 minutes of inactivity. Your PeopleSoft session has expired. Close all browser windows before logging in again. If this is your only active PeopleSoft session, click the Sign In link to sign in again.**

[Sign in to PeopleSoft](#)

**Note:** If you are working in a second window in PAWS, the automatic timeout process will sign you off after 20 minutes of inactivity. When closing the second window you may use the X in the upper right hand corner, but always select [Sign out](#) link to close the main PAWS window.



**Sign out of PAWS**

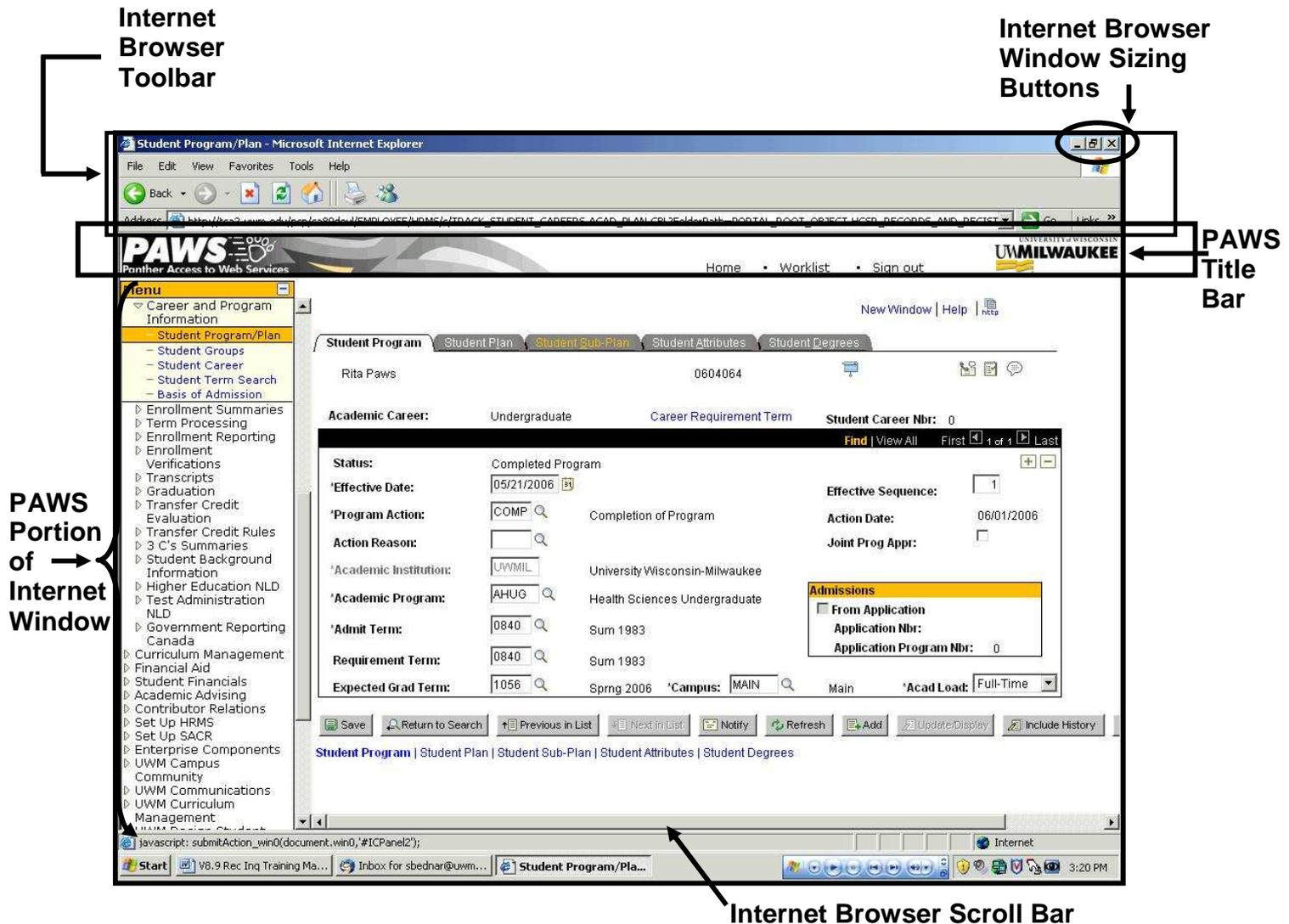
Step	Action	Result
1.	Select <u>Sign out</u> link in the header bar.	 <p>The <b>Sign In</b> page re-appears.</p> 
2.	<p>Click the <b>X</b> in the upper right hand corner to close your web browser.</p> <p><b>Note:</b> Closing your web browser prevents other users from using the back button to view where you have been.</p>	



## Navigating in PAWS

### PAWS Window

PAWS pages are a combination of your internet browser and the PAWS database. Below is a basic page within PAWS that you may or may not have access to. The portions of the screen have been identified to help you understand what pieces are part of your internet browser and what sections are part of PAWS.



**Note: Everything above the PAWS Title bar is considered part of your internet browser window. We recommend that you stay away from using these portions of your screen when inside PAWS. If you select the close button in the upper right hand corner, PAWS will not prompt you to save your changes.**

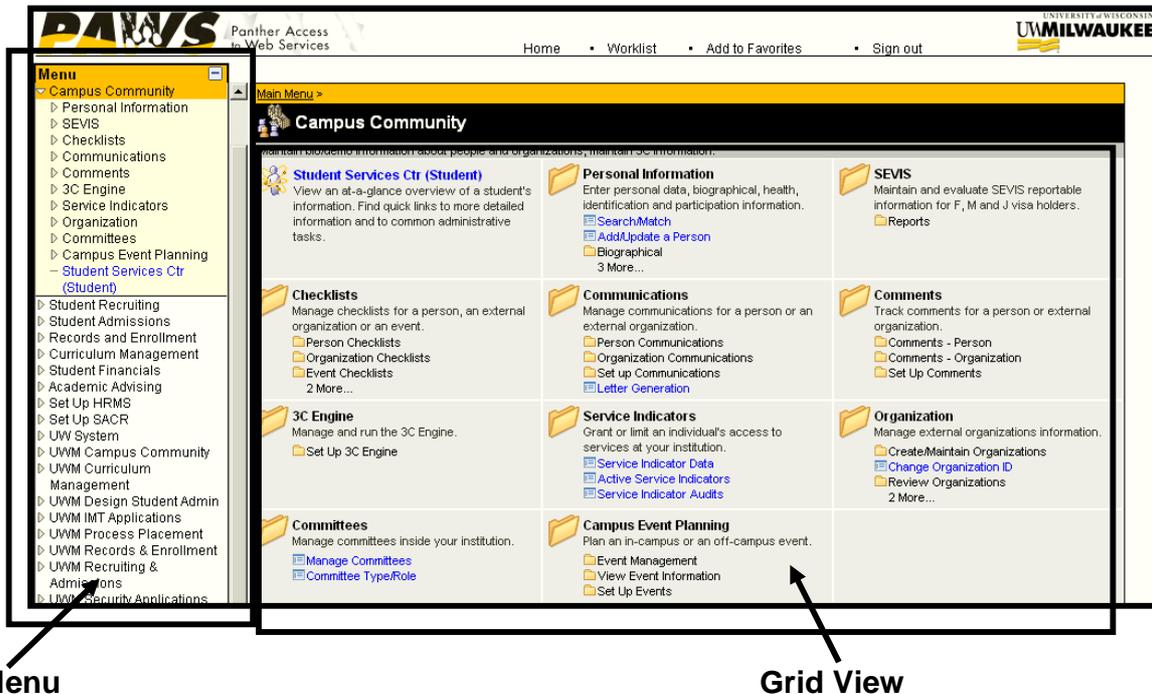


Options	Description
<b>Internet Browser Toolbar</b>	Remains static as you navigate through PAWS. Do not use these buttons while navigating through PAWS.
<b>Internet Browser Window Sizing Buttons</b>	Allows you to resize your Internet browser window to small, medium, full, or close.  <b>Note: When closing PAWS do not click the "X" to close your internet browser. The browser will not prompt you to save data.</b>
<b>PAWS Title bar</b>	Contains functionality to return to the home page via the Home link, create the current page as a favorite, and to sign-out of PAWS via the sign-out link.  <b>Note:</b> Remember to save your work before signing out.
<b>PAWS Portion of the Internet Window</b>	Contains all of the menu options and the actual PAWS working window for viewing or updating data.
<b>Internet Browser Scroll Bar</b>	Internet Browser Scroll Bars may appear on the right hand side of your screen or at the bottom of your screen. These scroll bars will only become active when the information on a screen is larger than the display window. Use the scroll bar to see additional information not displayed on your computer monitor.



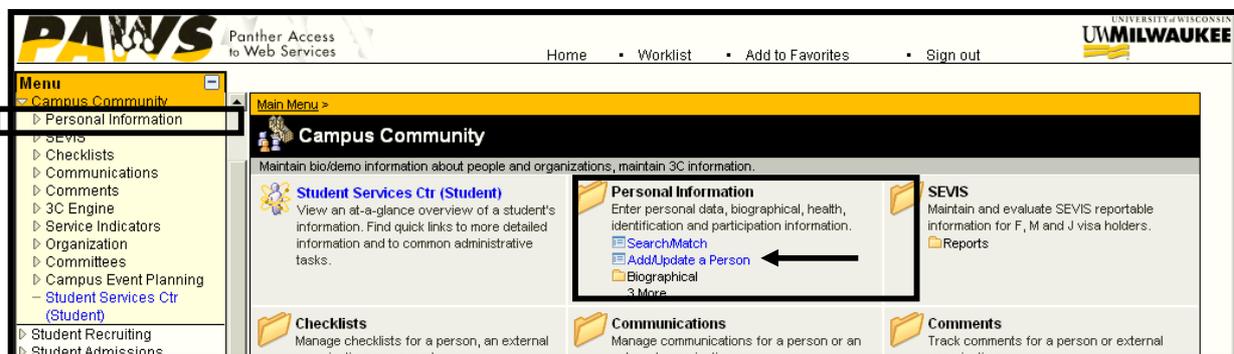
### Navigating the PAWS Window

Navigating in PAWS is done in a variety of ways. A user can use the menu on the left hand side of the PAWS window (referred to as the menu below) or by selecting choices from the right hand side of the PAWS window (referred to as the grid view below). Or you can create favorites.



When navigating you will select the menu choices such as **Campus Community > Personal Information > Add/Update a Person**. Each > represents another menu choice to be selected either from the left hand menu or from the right hand grid until you reach the component name.

Notice on the right you see the component name of **Add/Update a Person** already showing and only Campus Community has been selected. However, on the left you only see Personal Information. You need to select Personal Information on the left to see the component name of Add/Update a Person.



No matter which way you select the **Add/Update a Person** component, PAWS takes you to the same search page.

### Add/Update a Person

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

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search:

ID:

Campus ID:

National ID:

Last Name:

First Name:

Include History  Correct History  Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)

Since there are many options available when Searching in PAWS a whole section is devoted to this topic. Please refer to **Searching for Data in PAWS** section, starting on page 36 for more details on how to search within PAWS.



## Understanding Components and Pages

A **component** can have one or more associated pages. Pages are the actual “screens” of information you will view to do your job. To illustrate, the diagram below shows the **Student Program/Plan component**.

Once you select a specific component to view (and tell the software which record to access), all the associated pages in that component will be available. To access the other pages, use the *page tabs* as shown in the diagram.

If the navigation to a page is Records and Enrollment > Career and Program Information > Student Program/Plan then “Student Program/Plan” would be considered the component or the page name. Visual explanation shown below:

### Navigation:

**Records and Enrollment > Career and Program Information > Student Program/Plan**

Component Name

### Page Tabs

The screenshot displays the PAWS interface for the 'Student Program' component. At the top, there are navigation tabs: 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees'. The 'Student Program' tab is selected and highlighted. Below the tabs, the user's name 'Rita Paws' and ID '0604064' are shown. The main content area displays details for an 'Academic Career' of 'Undergraduate' with a 'Status' of 'Completed Program'. Various fields are visible, including 'Effective Date' (05/21/2006), 'Program Action' (COMP), 'Academic Institution' (UWMIL), 'Academic Program' (AHUG), 'Admit Term' (0840), 'Requirement Term' (0840), and 'Expected Grad Term' (1056). A search bar with 'Find | View All' and pagination controls 'First 1 of 1 Last' are also present. At the bottom, there is a toolbar with buttons for 'Save', 'Return to Search', 'Previous in List', 'New User', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A row of page tabs at the very bottom is circled in red, showing 'Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees'.

**Pages** are the primary graphical interface by which you view and alter data in PAWS. In many cases, these pages appear as rows of data from the PAWS database tables.

Pages used to view, enter, and update data that is stored in PAWS; most pages contain buttons or links to help you navigate through PAWS. The Biographical Details page is shown below.



New Window | Help | 

**Biographical Details** | Addresses | Regional | Prospect Career Data | Prospect Program Data | 

Winter Lyttle-Graham 0779144 [Names](#)

---

**Person Information**

Date of Birth:  [Birth Information](#) Campus ID:

**Biographical History** [Find](#) | [View All](#) | First  Last

'Effective Date:    

'Marital Status:  [As of:](#)  

'Gender:

**PantherImage Drawers**

 Admissions  Grades  
 Records  Registration

**National ID** [Customize](#) | [Find](#) |  | First  Last

'Country	'National ID Type	National ID	Primary
<input type="text" value="USA"/> 	<input type="text" value="Social Security Number"/>	<input type="text"/>	<input checked="" type="checkbox"/>

---

**Contact Information**

**Addresses** [Find](#) | [View All](#) | First  Last

Address Type	Phone Type	Phone	Ext	Country Preferred
MAIL Mailing <a href="#">Addresses</a>	CAMP  Campus	<input type="text" value="414/229-2752"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Effective Date: 08/17/2006	HOME  Home	<input type="text" value="414/355-8503"/>	<input type="text"/>	<input type="checkbox"/>
Status: Active	<input type="button" value="Add"/>			
Country: USA	<b>Email</b>			

Each tab that is shown above (Ex. Biographical Details, Addresses, Regional, Prospect Career Data, Prospect Program Data) is part of the **Create/Update Prospects** component. A Component has multiple pages/tabs, but all are bundled together into a group. Select the tab at the top of the page or the link at the bottom of the page to move to that tab within the component.



### Moving Among Fields in a Page

To move among the data-entry fields on a page:

- ⦿ Press the tab key - tabbing moves you one field at a time. (**Note:** See “Personalizing PAWS” section starting on page 61 to change tabbing order on a component.)
- Or**
- ⦿ Point and click the field once

**Note:** Press **Shift+Tab** to move backward rather than forward in the tabbing order.

### Navigating with Buttons and Links

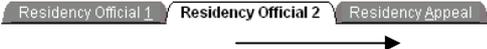
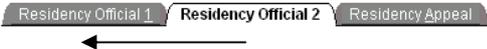
The following table explains the buttons and links that might appear on your PAWS pages. These buttons will only be active if/when you have access to use them. When they are grayed out, it means you do not have access to select them.

Button/Link	Description
	The <b>Add</b> button located on certain pages that allows a user to add a new value.
	The <b>Add</b> button takes a user to a page for adding a new value. For example, used when adding a brand new person in PAWS.
	The calendar button displays a pop up box with a calendar that allows the user to select a date to populate a field.
	The <b>Cancel</b> button returns the screen from the Look Up page to the previous page.
	The <b>Clear</b> button erases the data entered on the Look Up or Search pages.
	The <b>Correct History</b> button allows for updating all rows including saved rows from prior dates. Not all users will have access to Correct History.
<a href="#">Customize Page</a>	The Customize Page link allows the user to change the tabbing order from one field to the next on a page or to

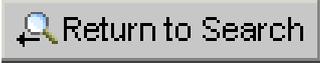


Button/Link	Description
	change the order of which tab appears first in a component (group of pages).
	The delete button allows a user to remove a row.
	<p>The <b>Find</b> button allows a user to do a search on a string of characters.</p> <p>For example, on a class roster, select the <b>Find</b> button, type in the last name of a student, click the <b>OK</b> button. The cursor will jump down to that person in the list of students.</p>
	<p>The <b>First</b> link displays the first row or set of rows of data.</p> <p><b>Note:</b> The First and Last links are not available if you are viewing all rows at once, in which case you scroll to see your data.</p>
	The <b>Include History</b> button accesses existing rows of information in PAWS. Displays all effective-dated rows and allows updates only to current and future dated rows.
	<p>The <b>Last</b> link displays the last row or set of rows of data.</p> <p><b>Note:</b> The First and Last links are not available if you are viewing all rows at once, in which case you scroll to see your data.</p>
	<p>The <b>left</b> arrow moves the screen back one row through the list of records. For example, "Show the Previous Row."</p> <p><b>Note:</b> The "Show Next Row" or "Show Previous Row" buttons are disabled if you are viewing all rows of data.</p>
	The <b>Look Up</b> button submits data entered on the Look Up page and performs a search.



Button/Link	Description
	The magnifying glass button accesses the Look Up page.
	The minus sign button allows the user to delete a row from a page.
	The <b>Next in List</b> button accesses the next record from the Search Results list.
	<p>The <b>Next tab</b> button accesses the next page within the component. Performs the same function as clicking the tab to the right of the white tab.</p> 
	The <b>numbers</b> represent what row/(s) is/(are) displayed on the screen out of the total number of rows available on the record.
	The plus sign button allows the user to insert a row into a page.
	The <b>Previous in List</b> button accesses the previous record from the Search Results list.
	<p>The <b>Previous tab</b> button accesses the previous page within the component. Performs the same function as clicking the tab to the left of white tab.</p> 
	The <b>Refresh</b> button updates related display field values for the data already entered. Formats the data entered appropriately (e.g. dates). Recalculates totals and balances, if appropriate. Provides any defaults based on prior data entered on the page. Validates the data that has been entered on the page so far.



Button/Link	Description
	The <b>Return to Search</b> button returns the user to the Search Criteria screen.
	The <b>Save</b> button stores data in PAWS that is entered on a page and updates all the pages of a component.
	The <b>Save Search Criteria</b> link allows a user to retain a specific set of search information.  Example: When searching for a class roster a user could enter the Institution, Subject Area, and Catalog Number. Save the search with a descriptive name "English_90" and pull up that search criteria the next time a search needs to be done. The example does not include the term code as this will change each semester.
	The scroll option bar allows the user to navigate through all the rows on a page.
	The <b>right</b> arrow moves the screen forward one row through the list of records. For example, "Show the next Row."  <b>Note:</b> The "Show Next Row" or "Show Previous Row" buttons are disabled if you are viewing all rows of data.
	The <b>Search</b> button submits the criteria typed in the fields on the Search page.
Show All Columns icon	The <b>Show All Columns</b> icon will appear in a tabbed grid only. Click the icon to expand the grid columns to the right so that tabs are no longer needed.
Show Tabs icon	The <b>Show Tabs</b> icon will appear in a tabbed grid only. Click the icon to return the expanded grid to its tabbed state.
	Tabs separate the pages of information within a component. Click the tab of the page you wish to open to



Button/Link	Description
	see details. The white tab is the page that is currently open in that component.
	The <b>Update/Display</b> button accesses existing rows of information in PAWS. If the data is effective-dated, displays only current and future dated rows.
	<p>The <b>View All</b> button displays all current and historical rows on a record at one time. Click to display the maximum number of rows available to be viewed at once on a page. When this feature is enabled, the link morphs to read <b>View X</b> so that you can return to the original setting. The value of X can change, and is set by the application developer.</p> <p>Example: If there is more than one row, selecting this button will allow you to see all rows at once.</p>



## Keyboard Shortcut Navigation

There are keyboard navigation alternatives to using the mouse in PAWS; these alternatives are called **Keyboard Shortcuts** or **Hot Keys**.

**Keyboard Shortcut** keys perform an immediate action. When you press any of the key combinations below, the designated action occurs.

**Macintosh Users:** Usually these shortcuts will work on Macs if you press the **Apple key** in conjunction with the shortcut keys listed.

**Tip:** To view a printable list of these shortcuts while on-line, press [Ctrl] key + [K] key while in a search or transaction page.

**Note:** Several hot keys perform different functions depending on the page you are on, such as a transaction page or a search page.

Button/Link	Description
<b>ALT+1</b>	Saves a page in a transaction. Moves to the Search or Add button on a search or look up page. Moves to the OK button on a secondary page.
<b>ALT+2</b>	Returns to the search page from the transaction page.
<b>ALT+3</b>	View the next row in the list when the button is active.
<b>ALT+4</b>	View the previous row in the list when the button is active.
<b>ALT+5</b>	Accesses the Look Up page. Opens the calendar prompt.
<b>ALT+6</b>	Opens the pop-up window on a page.
<b>ALT+7</b>	Inserts a row in a grid or scroll area.
<b>ALT+8</b>	Deletes a row in a grid or scroll area.
<b>ALT+9</b>	Toggles between menu items in the breadcrumbs.
<b>ALT+0</b>	When in Expert Entry mode, activates the Refresh button, which validates the data entered on the page.
<b>ALT+ .</b>	View the next set of rows in a grid or scroll area.
<b>ALT+ ,</b>	View a previous set of rows in a grid or scroll area.
<b>ALT+ /</b>	Finds data in a grid or scroll area.
<b>ALT+ ‘</b>	View all rows of data in a grid, scroll area, or search page results list.
<b>ALT+ \</b>	Toggles between action modes on the toolbar in a transaction page.
<b>CTRL+ J</b>	Displays the system information page.
<b>CTRL+ K</b>	When on a search or transaction page, accesses a page with a list of keyboard navigation shortcuts using hot keys and access keys.
<b>CTRL+ Y</b>	Toggles the menu pagelet between collapse and expand.
<b>CTRL+TAB</b>	Toggles the focus through the frame set.
<b>ENTER</b>	Activates the OK button, where appropriate. On a search page, activates the Search button. On a look up page, activates the lookup button.
<b>ESC</b>	Activates the Cancel button, where appropriate.



## Searching for Data in PAWS

After navigating through the menus to your desired component, the appropriate search criteria page displays. This is the final step before you can view the actual record in PAWS. Using search helps you find the exact record you are looking for.

### Advanced and Basic Search Methods

There are two types of search pages: the advanced search page and the basic search page. When you navigate to a page, the system will often display the advanced search page, such as the Add/Update a Person page shown below. The advanced search page generally offers several fields by which you may search for your record. It allows you to narrow down your search by entering in more than one type of criteria. The advanced search page below contains five fields to assist in searching for the correct record.

Advanced

**Add/Update a Person**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

---

**ID:**    
**Campus ID:**    
**National ID:**    
**Last Name:**    
**First Name:**

Include History  
  Correct History  
  Case Sensitive

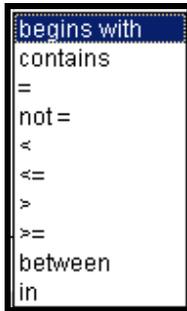
[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Select the drop down button to change the parameters to search



Notice that for each of the fields listed there is also an operator drop down box. This drop down box allows you to select any of the options listed below:



Based on the operator the criteria boxes may also shift. For example, the between operator requires a beginning and an ending value, such as between 100 and 300.

Operators	Example	Results
<b>begins with</b>	Last Name: <input type="text" value="begins with"/> CARL First Name: <input type="text" value="begins with"/> SUS  <b>Note: The Last name must start with the letters "carl".</b>  <b>Because of the criteria, received fewer rows to sort.</b>	Returns 1 of 8 rows.  
<b>contains</b>	Last Name: <input type="text" value="contains"/> CARL First Name: <input type="text" value="contains"/> S  <b>Note: The last name field contains the letters "carl", but the letters could be at the beginning, in the middle, or at the end of the word.</b>  <b>Because of the criteria, received more rows to sort.</b>	Returns 100 of 148. Sample:  



A basic search page offers just one or two fields by which you may perform your search.

Select the drop down arrow to see the options available to search by.

**Basic**

The Search by drop down options differ for each search page.



## Search Criteria

You can enter a full value or a partial value for any search field, including wildcards. Based on what you enter in the dialog box, the system uses the search record to present you with a list of possible matches or, if there is only one match, the page you requested.

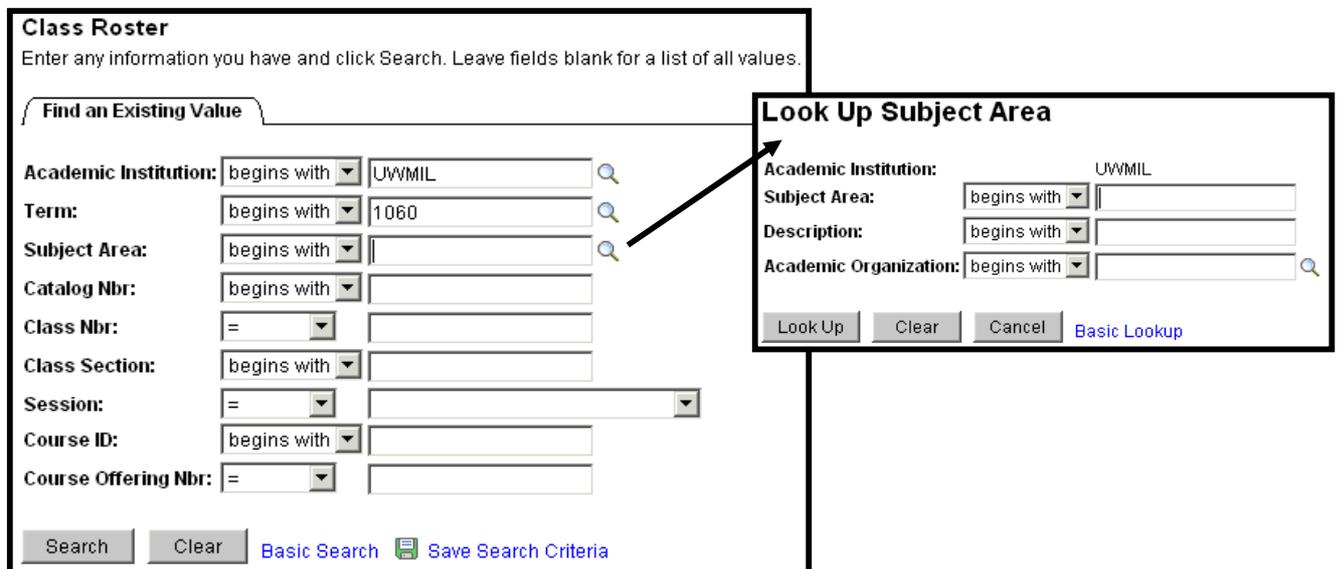
A search record is the list of defined search keys that help you locate data. You are prompted on a search page for these fields. Every transaction page or component listed in the menu has a search record associated with it. If you select other pages that have a common search record, such as pages within a component or an associated link, you will not be prompted to enter search criteria again. You will be prompted for new search keys only when you select a new page outside of the component with a different search record.



## Field-Level Prompts and Validation

Some edit box fields are linked to database prompt tables, which store values for shared information. They are called prompt tables because you can prompt the system to give you a list of values from which you can select the correct value. In many cases, fields are defined so that the system edits or validates the values you enter against a prompt table and ensures that the values are valid.

Fields using this kind of prompt table appear as edit boxes on your screen with a prompt button to the right. When you click the prompt button  (or select [Alt]+5), a Lookup page opens, allowing you to search for the value you need. For example, to determine the subject area for your department, on the **Class Roster** search criteria page, press the prompt button next to the Subject Area field. The **Lookup Subject Area** page then opens.



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

**Find an Existing Value**

Academic Institution: begins with  

Term: begins with  

Subject Area: begins with  

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

**Look Up Subject Area**

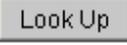
Academic Institution: UWMIL

Subject Area: begins with

Description: begins with

Academic Organization: begins with  

Look Up Clear Cancel Basic Lookup

You can click the  icon or click the  button or press the **Enter** key on your key board to see a list of all valid options for this field. You can also type in the full or partial subject area in the **Description** field to Lookup the value you need.

A Search Results list displays on your **Lookup** page. When you find the subject area you need, click the link in the **Department** or **Description** columns and the system automatically opens the **Course Catalog Find** page again and places that value in the **Subject Area** field.

Alternatively, if you know a partial value of the **Subject Area**, you can type that into the main page and then click the prompt button. The **Search Results** in the **Lookup Department** page are already populated with all the choices available to you based on the partial value you entered.



## Wildcard Searches

You can use three different wildcard features to assist in searching for data. These wildcards can be helpful in finding the exact information you want to process. The following are the supported standard wildcard features:

Wildcard	Functions
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character—do not treat the next character as a wildcard.

## Page Actions Include History Correct History

You will notice that many search pages, both the advanced and the basic, contain the **Include History** and **Correct History** check boxes as page action options. These options are included on effective dated records. You can select what type of action you want to perform for your record before retrieving that record by selecting the appropriate check box. Or, if you are unsure, you may leave the check boxes blank. You will again have an opportunity to select the page action once you open the page.

Page Actions	Function
<b>Include History</b>	Accesses all rows of an existing effective dated record. History, Current, and Future rows will be displayed in chronological order.
<b>Correct History</b>	Accesses all rows of an existing effective-dated record. Current and historical rows can be modified using this page action. <b>Note: This option is based on your security.</b>

In PAWS, most pages have been defaulted with the **Include History** option set. This means you will see all current, future, and historic rows. Typically, all historic rows would be listed at the bottom when **View All** is selected or would have the highest row numbers when scrolling using the scroll option bar. The most current or future dated rows will be at the top or have the lowest row numbers.



Find   View 1 First 1-5 of 5 Last	
Status: Active in Program Effective Date: 06/26/2003 Program Action: Plan Change Action Reason: Academic Program: LAUG	Admit Term: Sum 2001 Effective Sequence: 2 Action Date: 06/26/2003 Requirement Term: Fall 2006
Find   View All First 1 of 2 Last	
*Academic Plan: HISTORYBA2 History Major *Plan Sequence: 10 Degree: BA *Declare Date: 06/26/2003 Degree Checkout Stat: *Requirement Term: 1018 Sum 2001 Student Degree Nbr: *Advisement Status: Include Completion Term:	
Status: Active in Program Effective Date: 06/26/2003 Program Action: Plan Change Action Reason: Academic Program: LAUG	Admit Term: Fall 2002 Effective Sequence: 1 Action Date: 06/26/2003 Requirement Term: Fall 2002
Find   View All First 1 of 2 Last	
*Academic Plan: BUSINESS3 Business Und - Cr Major *Plan Sequence: 11 Degree: *Declare Date: 06/26/2003 Degree Checkout Stat: *Requirement Term: 1028 Fall 2002 Student Degree Nbr: *Advisement Status: Include Completion Term:	
Status: Active in Program Effective Date: 05/15/2002 Program Action: Matriculation Action Reason: Academic Program: LAUG	Admit Term: Fall 2002 Effective Sequence: 3 Action Date: 05/15/2002 Requirement Term: Fall 2002
Find   View All First 1 of 1 Last	
*Academic Plan: MATHBS1 Mathematics BS - Int Major *Plan Sequence: 1 Degree: *Declare Date: 05/15/2002 Degree Checkout Stat: *Requirement Term: 1028 Fall 2002 Student Degree Nbr: *Advisement Status: Include Completion Term:	
Status: Admitted Effective Date: 05/15/2002 Program Action: Conditional Admit Action Reason: Academic Program: LAUG	Admit Term: Fall 2002 Effective Sequence: 2 Action Date: 05/15/2002 Requirement Term: Fall 2002
Find   View All First 1 of 1 Last	
*Academic Plan: UNDECIDED Undecided - L&S Major *Plan Sequence: 1 Degree: *Declare Date: 05/15/2002 Degree Checkout Stat: *Requirement Term: 1028 Fall 2002 Student Degree Nbr: *Advisement Status: Include Completion Term:	
Status: Applicant Effective Date: 05/15/2002 Program Action: Application Action Reason: Academic Program: LAUG	Admit Term: Fall 2002 Effective Sequence: 1 Action Date: 05/15/2002 Requirement Term: Fall 2002
Find   View All First 1 of 1 Last	
*Academic Plan: UNDECIDED Undecided - L&S Major *Plan Sequence: 1 Degree: *Declare Date: 05/15/2002 Degree Checkout Stat: *Requirement Term: 1028 Fall 2002 Student Degree Nbr: *Advisement Status: Include Completion Term:	

First 1-5 of 5 Last

1 of 5

Action Date: 06/26/2003

2 of 5

Action Date: 06/26/2003

3 of 5

Action Date: 05/15/2002

4 of 5

Action Date: 05/15/2002

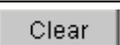
5 of 5

Action Date: 05/15/2002



## Search Page Buttons

The following are located on Search Pages:

Button	Function
	Processes the search once you have entered search criteria in the key fields above the Search button. <b>Note: You can also run a search by pressing [Enter].</b>
	Clears entered text from all fields on the page (without saving) so you can enter new criteria.

## Search Results

There are two possible results after running a search:

1. You go directly to the desired record if your search criteria exactly matched a specific record.
2. A **Search Results** List displays at the bottom of the search page with records that match your search criteria. To access a specific record, click any of the underlined links in the Search Results grid for that record.

**Note:** The Search Results for the Advanced search will contain a link for each column entry, while the Basic search page results will only display the first column as a link.

**Note:** The search function can retrieve up to 300 entries from the database. Use your browser's scroll bar to view all listings on the current page. If the list is subdivided, click the right-pointing arrow  above the grid to view the next set of listings.

Search Results									
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.									
<a href="#">View All</a>								First  1-100 of 300  Last	
ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
0123456	<a href="#">Last Name, First Name</a>	Female	07/29/1979	990-12-1234	392-12-1234	USA	SSN	<a href="#">Last Name</a>	<a href="#">First Name</a>
0123456	<a href="#">Last Name, First Name</a>	Female	12/06/1978	990-12-1234	392-12-1234	USA	SSN	<a href="#">Last Name</a>	<a href="#">First Name</a>
0123456	<a href="#">Last Name, First Name</a>	Male	09/16/1978	990-12-1234	392-12-1234	USA	SSN	<a href="#">Last Name</a>	<a href="#">First Name</a>
0123456	<a href="#">Last Name, First Name</a>	Female	03/01/1968	990-12-1234	392-12-1234	USA	SSN	<a href="#">Last Name</a>	<a href="#">First Name</a>
0123456	<a href="#">Last Name, First Name</a>	Male	10/23/1977	990-12-1234	392-12-1234	USA	SSN	<a href="#">Last Name</a>	<a href="#">First Name</a>
0123456	<a href="#">Last Name, First Name</a>	Female	02/23/1953	990-12-1234	392-12-1234	USA	SSN	<a href="#">Last Name</a>	<a href="#">First Name</a>

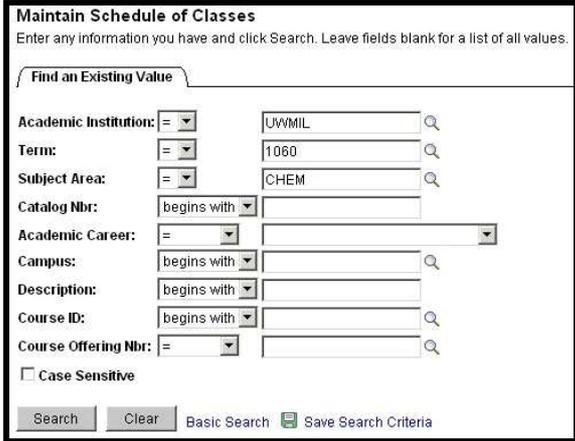
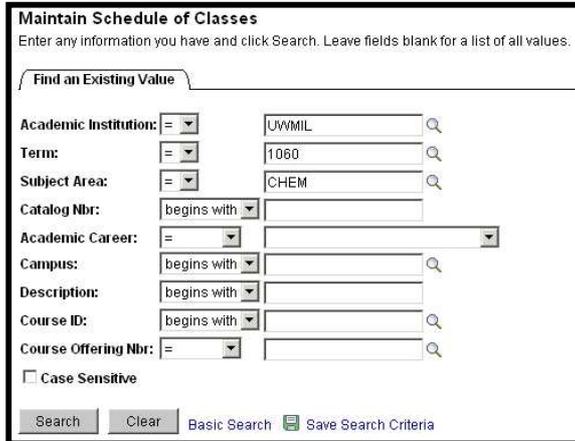
**Tip:** If your search retrieves more than the maximum 300 listings and you are not able to retrieve the data you need on your first attempt, you should attempt to narrow your search.

Use your browser's > Edit > Find feature to assist in finding something on the displayed web page.



### Saved Search Feature

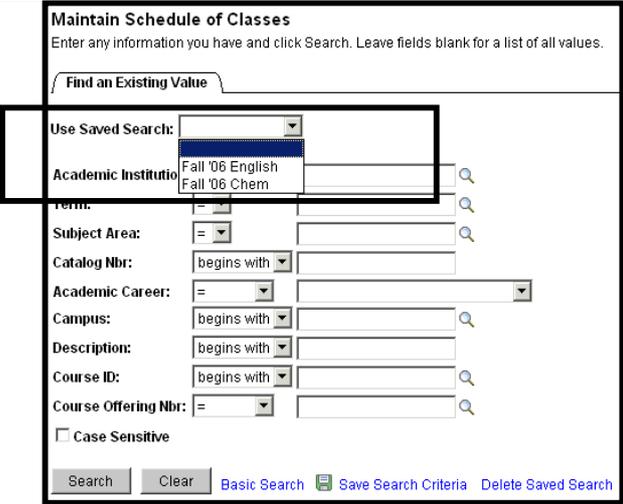
PAWS allows you to save a search when it is used more than once. Below are the instructions. Most Search pages have this option, but some may not.

Saved Search Procedure		
Step	Action	Result/Note
1.	Go to the <b>Search</b> page you want to save a search.	
2.	Enter your standard search criteria.	



<p>3.</p>	<p>Select  Save Search Criteria link.</p>	<div data-bbox="762 255 1337 698"> <p><b>Maintain Schedule of Classes</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Academic Institution: = <input type="text" value="UWMIL"/> </p> <p>Term: = <input type="text" value="1060"/> </p> <p>Subject Area: = <input type="text" value="CHEM"/> </p> <p>Catalog Nbr: <input type="text" value="begins with"/> </p> <p>Academic Career: = <input type="text"/></p> <p>Campus: <input type="text" value="begins with"/> </p> <p>Description: <input type="text" value="begins with"/> </p> <p>Course ID: <input type="text" value="begins with"/> </p> <p>Course Offering Nbr: = <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> </p> </div>
<p>4.</p>	<p>Name your search.</p>	<div data-bbox="762 734 1126 1263"> <p><b>Maintain Schedule of Classes</b></p> <p><b>Save Search As</b></p> <p>Name the search and then click Save.</p> <p>Name of Search: <input type="text" value="Fall '06 Chem"/> </p> <p>The saved search will contain these values:</p> <p><b>Academic Institution:</b> = UWMIL  <b>Term:</b> = 1060  <b>Subject Area:</b> = CHEM  <b>Catalog Nbr:</b> begins with  <b>Academic Career:</b> =  <b>Campus:</b> begins with  <b>Description:</b> begins with  <b>Course ID:</b> begins with  <b>Course Offering Nbr:</b> =</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Advanced Search"/></p> </div>
<p>5.</p>	<p>Click  button.</p>	<div data-bbox="762 1294 1126 1823"> <p><b>Maintain Schedule of Classes</b></p> <p><b>Save Search As</b></p> <p>Name the search and then click Save.</p> <p>Name of Search: <input type="text" value="Fall '06 Chem"/></p> <p>The saved search will contain these values:</p> <p><b>Academic Institution:</b> = UWMIL  <b>Term:</b> = 1060  <b>Subject Area:</b> = CHEM  <b>Catalog Nbr:</b> begins with  <b>Academic Career:</b> =  <b>Campus:</b> begins with  <b>Description:</b> begins with  <b>Course ID:</b> begins with  <b>Course Offering Nbr:</b> =</p> <p> <input type="button" value="Return to Advanced Search"/></p> </div>



To use Saved Search		
Step	Action	Result/Note
1.	Go to the <b>Search</b> page you have saved a search for.	The Use Saved Search box will appear. 
2.	Select the drop down arrow and find the <b>Named Search</b> in the list.	
3.	Search is automatically performed. Results listed at the bottom of the page.	
4.	Click any of the underlined links in the Search Results grid to open the record.	
5.	Use the <b>Clear</b> button to remove the search criteria.	



## The EMPL ID

Throughout PAWS you will see a field that is simply called “ID”. This refers to the *EMPL ID*; it is not the same thing as the Campus ID. The EMPL ID is used internally by the system to manage data. Notice the EMPL ID field on the figure below:

**Add/Update a Person**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New 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](#)   [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

**Empl ID**

Without understanding when the EMPL ID is useful and when it is not, you may experience problems when trying to search for data.



### When the EMPL ID is NOT useful

The EMPL ID is not useful when you have performed at least one search and you are now attempting a search for a *different* record. This is because the system will carry the first person's EMPL ID forward into the search box if you have the "Carry ID" option turned on. (**Note: Carry Id** is covered under "Setting Your User Defaults" section, beginning on page 61 of this manual.) To search for another person by name, remove the EMPL ID before you search. To do so, highlight the Empl ID and press the delete button on your keyboard or use the  button at the bottom of the page.

### When the EMPL ID Is Useful

The EMPL ID is useful when you wish to view a different component for the *same* person whose record you have already located.

**Example:** You displayed the Bio/Demo pages for a student, Rita Paws, whose EMPL ID is 0604064. Now you wish to see her Student Services Center page.

When you select the Student Services Center component, the search box appears with Rita's EMPL ID in the ID field. Since you want to look at information for Rita, click on the  button, or press the **Enter** key, to complete the search.

#### 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  

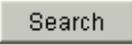
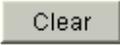
**Campus ID:** begins with

**National ID:** begins with

**Last Name:** begins with

**First Name:** begins with

Case Sensitive

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

Empl ID carries forward for you



## Managing Favorites

Favorites allow you to quickly move to a specific component within PAWS. For example, you can move from Student Program/Plan to Student Advisor by selecting the page name in your **My Favorites** menu.

**My Favorites** list your bookmarks to frequently used PAWS pages.

- Once you add a favorite, it appears under the **My Favorites** folder in the Menu.



- You can return to the bookmarked page by expanding the **My Favorites** folder and clicking the link for the page that you want to view.

The following procedures will allow you to efficiently manage **My Favorites** on PAWS. Keep in mind that Favorites are portable and are stored directly in your PAWS account. This means your Favorites will always be available to you.

### Adding a Favorite

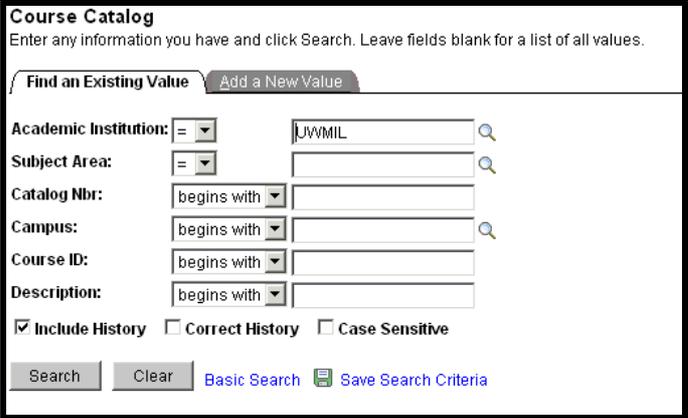
Step	Action	Result
1.	Navigate to the PAWS page that you want to designate as a favorite, e.g., <b>Curriculum Management &gt;Course Catalog &gt;Course Catalog</b> .	<p>The Search page displays:</p>
2.	Click the <b>My Favorites</b> link.	



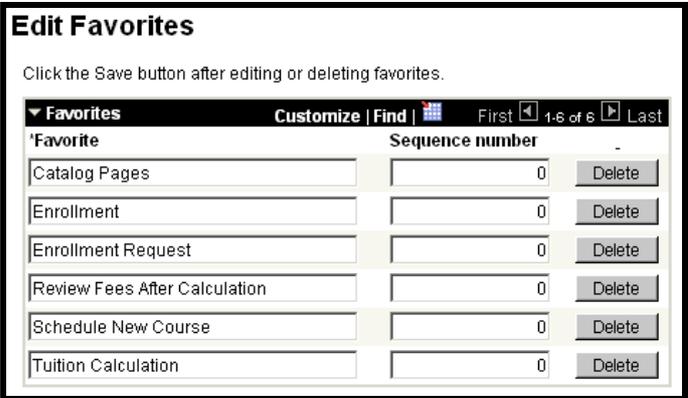
3.	<p>Click the <b>Add to Favorites</b> link.</p> <p><u><a href="#">Add to Favorites</a></u></p>	<p>The <b>Add to Favorites</b> page displays with the default description (page name):</p> <div data-bbox="742 369 1375 645" style="border: 2px solid black; padding: 5px;"> <p><b>Add to Favorites</b></p> <p>Please Enter a Unique Description for this Favorite</p> <p>*Description: <input type="text" value="Course Catalog"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p> If you like, change the Description for the favorite.</p>
4.	<p>If desired, change the <b>Description</b> to something that is easier for you to remember, e.g. Catalog Pages</p>	<div data-bbox="742 810 1407 1086" style="border: 2px solid black; padding: 5px;"> <p><b>Add to Favorites</b></p> <p>Please Enter a Unique Description for this Favorite</p> <p>*Description: <input type="text" value="Catalog Pages"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
5.	<p>Click <input type="button" value="OK"/> button.</p>	<p>The favorite is saved.</p>



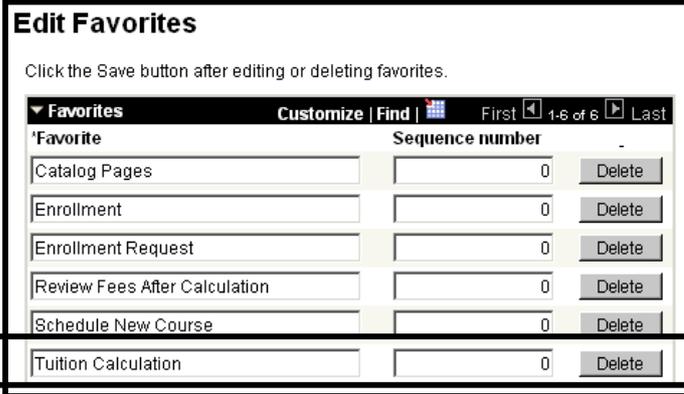
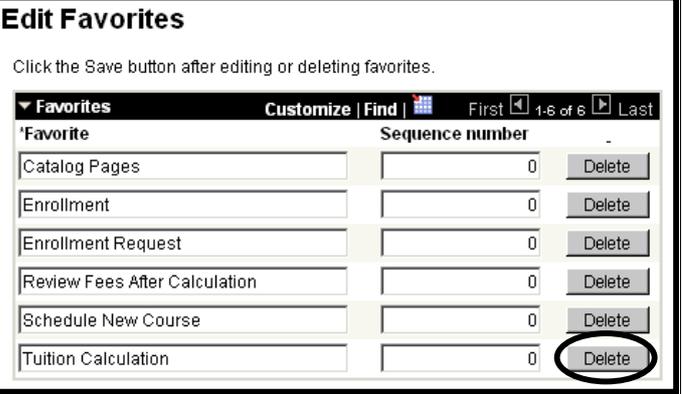
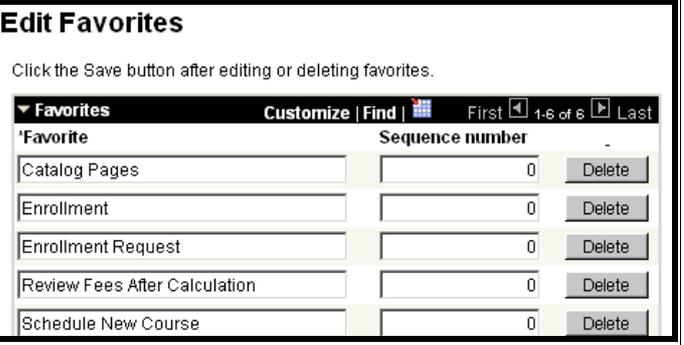
**Using a Favorite**

Step	Action	Result
1.	<p>From the Main menu, navigate to <b>My Favorites &gt; [Select the Favorite you wish to use]</b> – in this example, the Favorite that was just created (Catalog Pages) is selected.</p> 	<p>The Search page displays.</p> 

**Deleting a Favorite**

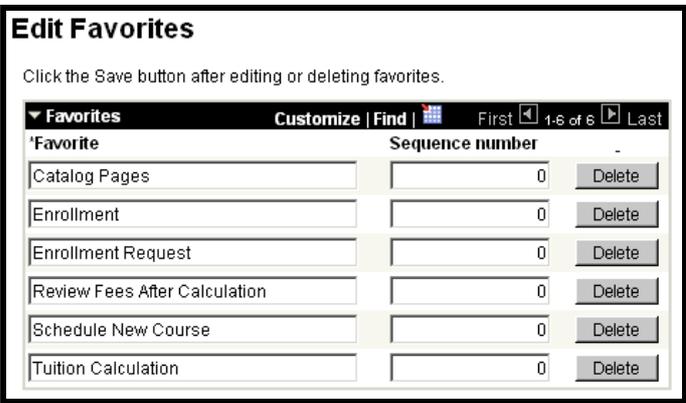
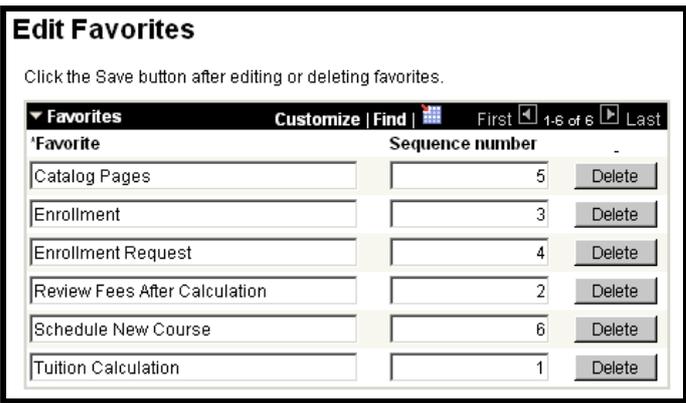
Step	Action	Result
1.	<p>From the Main menu, navigate to <b>My Favorites &gt; Edit Favorites.</b></p> 	<p>The <b>Edit Favorites</b> page displays.</p> 



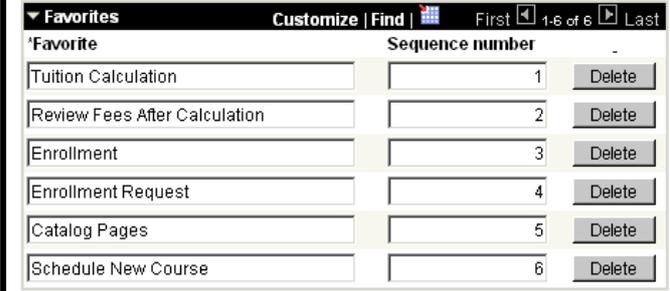
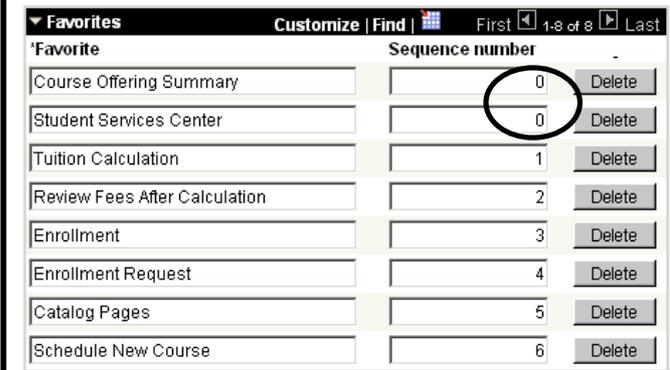
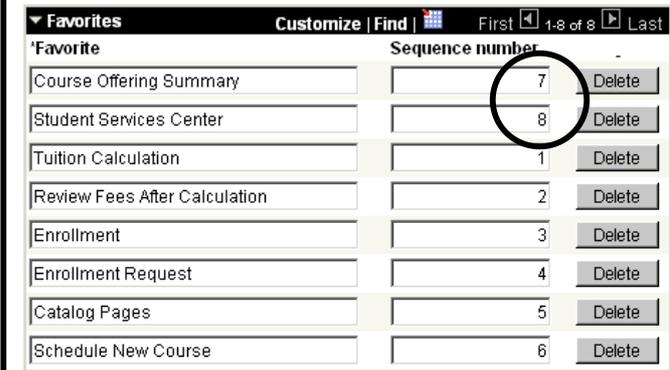
<p>2.</p>	<p>Identify the favorite you want to delete.</p>	 <p><b>Edit Favorites</b></p> <p>Click the Save button after editing or deleting favorites.</p> <p>▼ Favorites Customize   Find   First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Catalog Pages</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Enrollment</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Enrollment Request</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Review Fees After Calculation</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Schedule New Course</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Tuition Calculation</td> <td>0</td> <td>Delete</td> </tr> </tbody> </table>	Favorite	Sequence number		Catalog Pages	0	Delete	Enrollment	0	Delete	Enrollment Request	0	Delete	Review Fees After Calculation	0	Delete	Schedule New Course	0	Delete	Tuition Calculation	0	Delete
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Review Fees After Calculation	0	Delete																					
Schedule New Course	0	Delete																					
Tuition Calculation	0	Delete																					
<p>3.</p>	<p>Click <input type="button" value="Delete"/> button.</p>	 <p><b>Edit Favorites</b></p> <p>Click the Save button after editing or deleting favorites.</p> <p>▼ Favorites Customize   Find   First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Catalog Pages</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Enrollment</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Enrollment Request</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Review Fees After Calculation</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Schedule New Course</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Tuition Calculation</td> <td>0</td> <td>Delete</td> </tr> </tbody> </table>	Favorite	Sequence number		Catalog Pages	0	Delete	Enrollment	0	Delete	Enrollment Request	0	Delete	Review Fees After Calculation	0	Delete	Schedule New Course	0	Delete	Tuition Calculation	0	Delete
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Review Fees After Calculation	0	Delete																					
Schedule New Course	0	Delete																					
Tuition Calculation	0	Delete																					
<p>4.</p>	<p>Select <b>My Favorites &gt; Edit Favorites</b>.</p>  <p>Menu</p> <ul style="list-style-type: none"> <li>▼ My Favorites             <ul style="list-style-type: none"> <li>- Catalog Pages</li> <li>- Add to Favorites</li> <li>- Edit Favorites</li> </ul> </li> </ul>	<p>The favorite no longer appears in list.</p>  <p><b>Edit Favorites</b></p> <p>Click the Save button after editing or deleting favorites.</p> <p>▼ Favorites Customize   Find   First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Catalog Pages</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Enrollment</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Enrollment Request</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Review Fees After Calculation</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Schedule New Course</td> <td>0</td> <td>Delete</td> </tr> </tbody> </table>	Favorite	Sequence number		Catalog Pages	0	Delete	Enrollment	0	Delete	Enrollment Request	0	Delete	Review Fees After Calculation	0	Delete	Schedule New Course	0	Delete			
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Catalog Pages	0	Delete																					
Enrollment	0	Delete																					
Enrollment Request	0	Delete																					
Review Fees After Calculation	0	Delete																					
Schedule New Course	0	Delete																					



### Organizing Favorites Sequentially

Step	Action	Result
1.	As you create Favorites, they will appear in alpha order under <b>My Favorites</b> .	
2.	To reorder and group your Favorites, click the <b>Edit Favorites</b> link.	<p>The Edit Favorites page displays:</p> 
3.	Order your Favorites by assigning a unique <b>Sequence Number</b> (lowest to highest).	
4.	Click the  Save button.	The Favorites are reordered from lowest to highest based on the <b>Sequence Number</b> you assigned.



		<p><b>Edit Favorites</b></p> <p>Click the Save button after editing or deleting favorites.</p> 
<p>5.</p>	<p>New Favorites will be assigned a <b>Sequence Number</b> of "0."</p>	<p><b>Edit Favorites</b></p> <p>Click the Save button after editing or deleting favorites.</p> 
<p>6.</p>	<p>You must renumber your Favorites to have each new Favorite appear in the order you desire.</p>	<p><b>Edit Favorites</b></p> <p>Click the Save button after editing or deleting favorites.</p> 
<p>7.</p>	<p>Click the  button.</p>	<p>Your Favorites are now in the order you assigned.</p>



Click the Save button after editing or deleting favorites.

▼ Favorites      Customize | Find |       First  1-8 of 8  Last

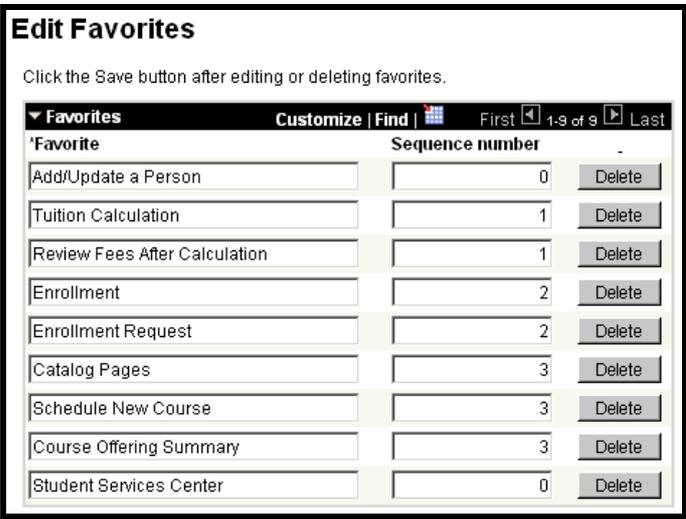
Favorite	Sequence number	
Tuition Calculation	1	Delete
Review Fees After Calculation	2	Delete
Enrollment	3	Delete
Enrollment Request	4	Delete
Catalog Pages	5	Delete
Schedule New Course	6	Delete
Course Offering Summary	7	Delete
Student Services Center	8	Delete



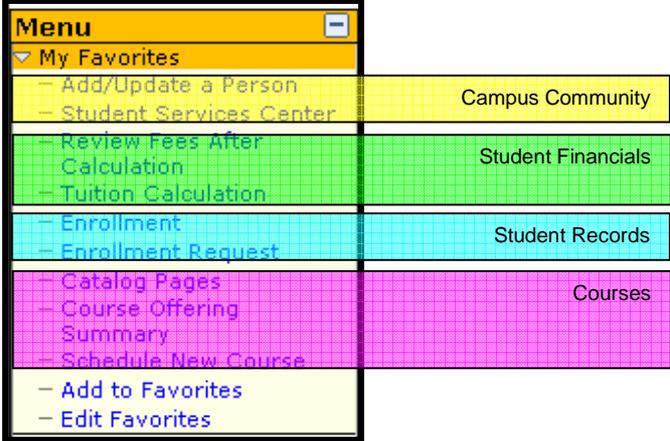
### Grouping Favorites into Clusters

If you routinely work with transactions from more than one module, e.g., Campus Community, Student Financials, Student Records, and Catalog/Schedule of Classes, you can cluster Favorites together by assigning a unique **Sequence Number** to the Favorites in a particular module. For example:

- 0 = Campus Community
- 1 = Student Financials
- 2 = Student Records
- 3 = Courses

Step	Action	Result
1.	From the Main Menu, navigate to: <b>My Favorites &gt; Edit Favorites</b>	
2.	Adjust <b>Sequence Numbers</b> to match your goal. (Example: All Student Records pages to be listed together.)	



<p>3.</p>	<p>Click the  button.</p>	<p>Your Favorites are now grouped together by Sequence Number (module). Within each module, Favorites display in alpha order.</p> 
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## Updating PAWS Information and Effective Dates

Through effective dating in PAWS, biographical, demographic and event changes, as well as the history of these changes, can be entered and maintained.

For example, you may want to view several events in the education of Tom Sawyer: when he was recruited, admitted, and graduated. By inserting rows of effective-dated data based on his ID, you can build a history.

PAWS effective dating enables you to:

-  Current Date
-  Future Date
-  Back Date

This allows you to see changes in a person's record over time.

PAWS information typically displays as rows of data from the system's database tables. The types of actions that you can perform on these rows of data (PAWS information) depend on the data row type.

When you retrieve, modify, or insert rows in a table, the **Update/Display**, **Include History**, and **Correct History** actions apply specific rules based on the effective date:

Action	Rule
<b>Update/Display</b>	Retrieves only current and future rows. You can change future rows but not current rows. You can also add a new current row.
<b>Include History</b>	Retrieves all rows. However, you can modify future rows only. You can also add a new current row.
<b>Correct History</b>	Retrieves all rows and allows you to change or correct any row and insert new rows regardless of the effective date or sequence number.  <b>Note:</b> This option is available only to users with the proper permission.

**Note:** Not all tables are effective dated. The **Include History** and **Correct History** options only appear on pages that access effective dated tables.



## Using Drop-Down List Boxes

To select a single item from a list:

- ☛ Click the down arrow to display the list
- ☛ Scroll through the list until your choice is visible
- ☛ Click the desired list item



The list closes and the selected value appears in the list box.

Or you can also type the first letter of an item to select it.

If there is more than one choice for a letter, type the letter repeatedly to cycle through the list. For example, first click the down arrow, then, if you want to select Wisconsin instead of Washington in a list, type the letter W twice. Alternatively, press the Down Arrow key to select the field entry that you want.

Once your choice is highlighted, press **Enter**.



### Term Values

The below Term Values Scheme/Structure was approved on October 5, 2005 and will start with 2012 terms forward. The coding structure will remain a 4-digit code, but the 4-digits of the code will have a specific meaning.

Character	Represents	Values
1st	The century of the term	The first number is a 2.
2nd and 3rd	The CALENDAR year	The second and third numbers are based upon CALENDAR year. <ul style="list-style-type: none"> <li>☛ For instance, all terms in 2005 would have second and third numbers of 05; all terms in 2012 will have second and third numbers of 12.</li> </ul>
4th	The actual term	<ul style="list-style-type: none"> <li>☛ For UWinteriM, the number will be 1 (because UWinteriM begins in January).</li> <li>☛ For spring, the number will be 2 (because the first full-month of the spring term is in February).</li> <li>☛ For summer, the number will be 6 (because most summer sessions begin in June).</li> <li>☛ For fall, the number will be 9 (because the fall term begins in September).</li> </ul>

**Example: Term Code for fall, 2012 will be: 2129.**



## Personalizing PAWS

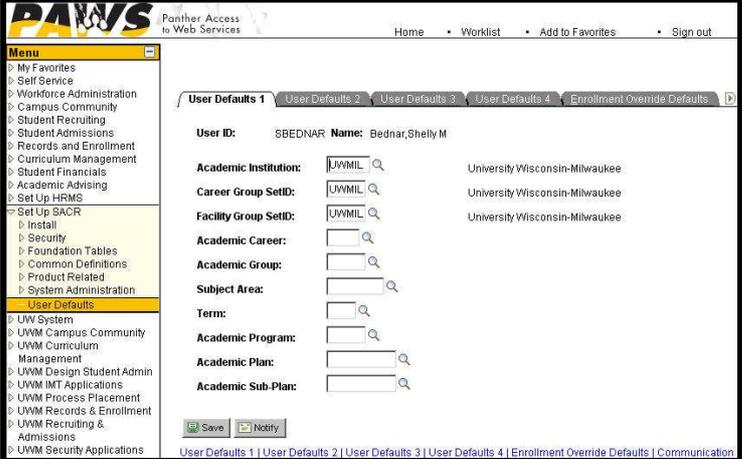
PAWS allows you to personalize your experience. There are the standard **User Defaults** that allow you to control default values in Search windows. We highly encourage all users to set the standard User Defaults described in this manual. In addition, **Personalization Options** allow you to tab over look up buttons and **Customize Page** features allow you to change the order of tabs in a component and change the tabbing order during data entry. The level of personalizing is up to each individual user. The options are detailed below.

### Setting Your User Defaults

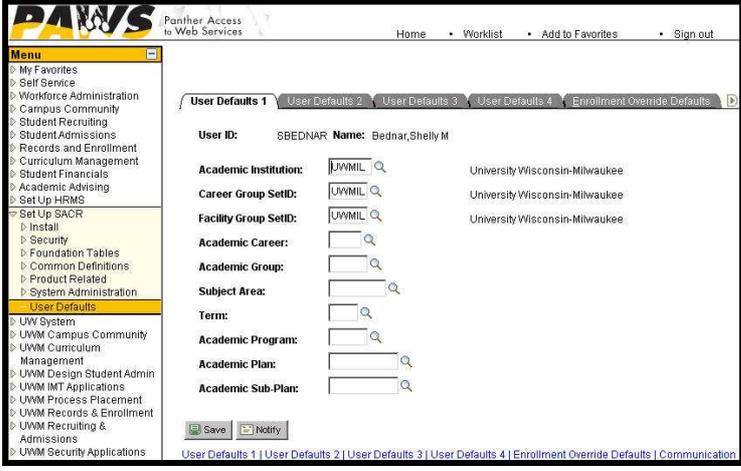
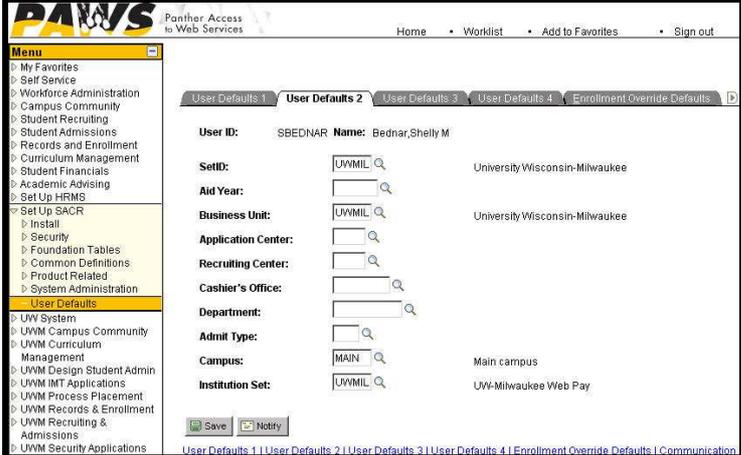
PAWS automatically loads default values into pages by User ID. If you set your User defaults, you will save time and minimize data entry errors.

**Note:** The user default settings that you establish can be overridden on any PAWS page.

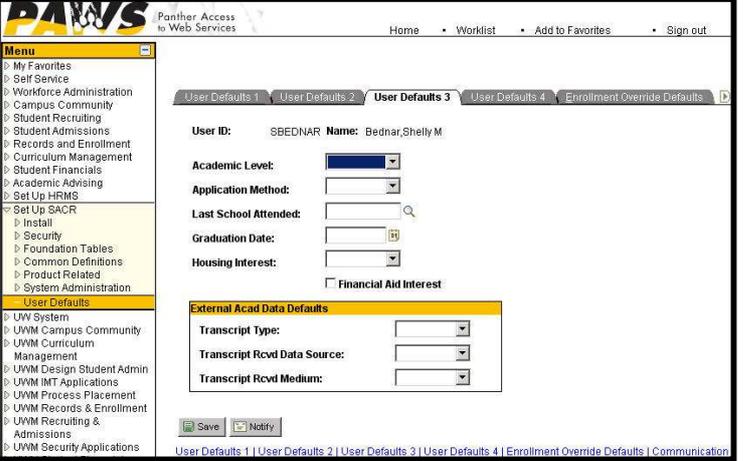
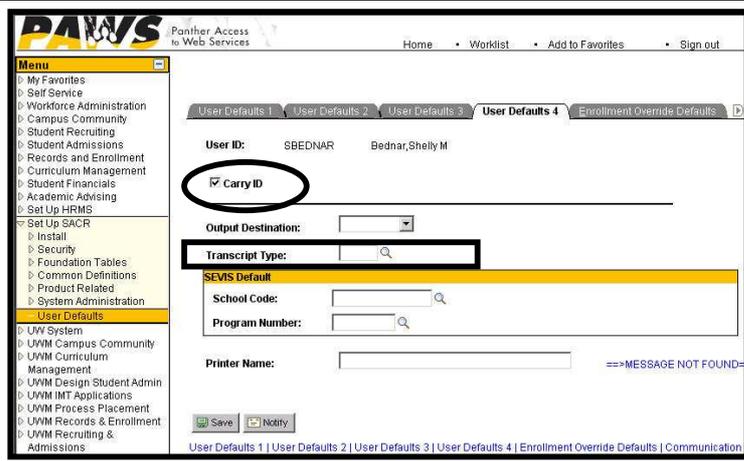
To set your User defaults:

Step	Action	Result
1.	Navigation to: <b>Menu &gt; Set Up SACR &gt; User Defaults</b>	<b>User Defaults</b> home page appears. 
2.	Select the <b>User Defaults 1</b> tab.	This page is the <b>User Defaults</b> home page view.

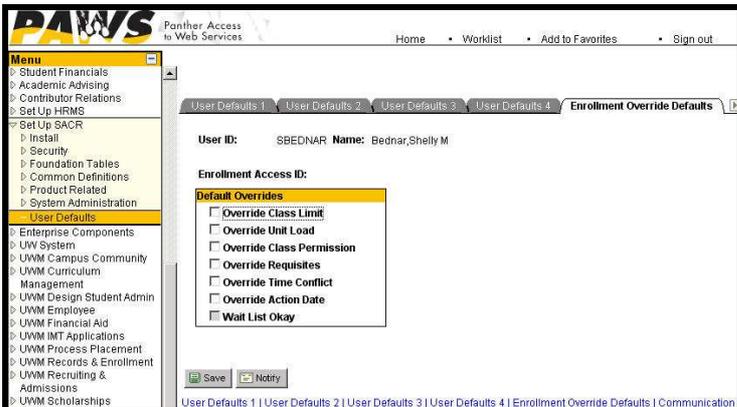
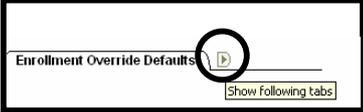
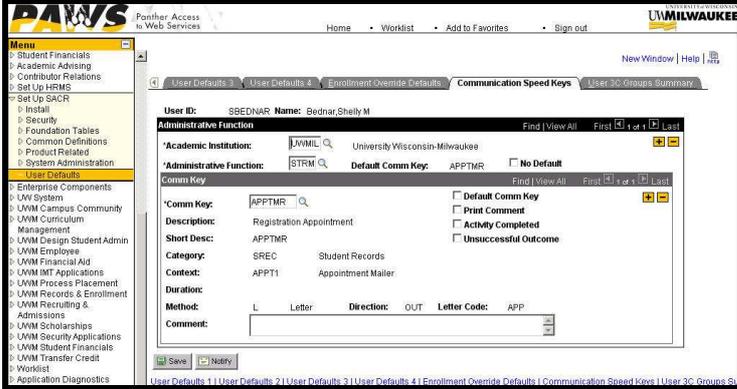


Step	Action	Result
3.	<p>Type in the appropriate defaults based on your role and needs.</p> <p>Recommend the following for basic inquiry users:</p> <p><b>Academic Institution: UWMIL</b>  <b>Career Group SetID: UWMIL</b>  <b>Facility Group SetID: UWMIL</b></p>	 <p>The screenshot shows the PAWS web application interface. The 'User Defaults 1' tab is selected. The 'User ID' is SBEDNAR and the 'Name' is Bednar, Shelly M. The 'Academic Institution' is set to UWMIL (University Wisconsin-Milwaukee). The 'Career Group SetID' and 'Facility Group SetID' are also set to UWMIL. Other fields like 'Academic Career', 'Academic Group', 'Subject Area', 'Term', 'Academic Program', 'Academic Plan', and 'Academic Sub-Plan' are empty. The 'Save' and 'Notify' buttons are visible at the bottom.</p>
4.	<p>Select the <b>User Defaults 2</b> tab.</p>	<p>User Defaults 2 page appears.</p>
5.	<p>Type in the appropriate defaults based on your role and needs.</p> <p>Recommend the following for basic inquiry users:</p> <p><b>SetID: UWMIL</b>  <b>Business Unit: UMWIL</b>  <b>Campus: Main</b>  <b>Institution Set: UWMIL</b></p>	 <p>The screenshot shows the PAWS web application interface with the 'User Defaults 2' tab selected. The 'User ID' is SBEDNAR and the 'Name' is Bednar, Shelly M. The 'SetID' is UWMIL (University Wisconsin-Milwaukee). The 'Aid Year' is empty. The 'Business Unit' is UMWIL (University Wisconsin-Milwaukee). The 'Application Center', 'Recruiting Center', 'Cashier's Office', and 'Department' are empty. The 'Admit Type' is empty. The 'Campus' is set to MAIN (Main campus). The 'Institution Set' is UWMIL (UW-Milwaukee Web Pay). The 'Save' and 'Notify' buttons are visible at the bottom.</p>
6.	<p>Select the <b>User Defaults 3</b> tab.</p>	<p>User Defaults 3 page appears.</p>

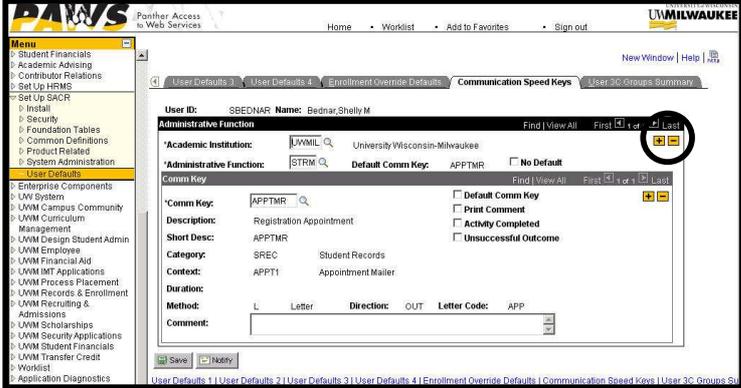
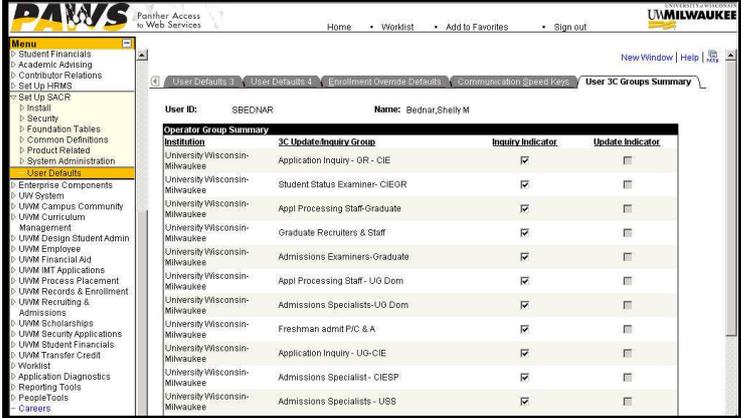
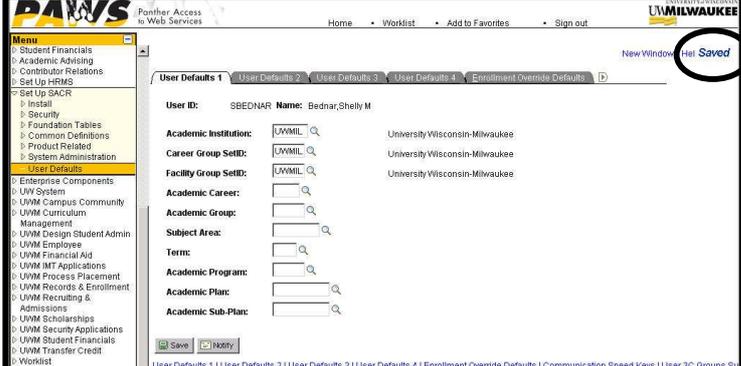


Step	Action	Result
7.	<p>Type in the appropriate defaults based on your role and needs.</p> <p>There are no recommendations for basic inquiry users on this tab.</p>	 <p>The screenshot shows the PAWS web interface for 'User Defaults 3'. The left sidebar contains a menu with categories like 'My Favorites', 'Self Service', 'Workforce Administration', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Student Financials', 'Academic Advising', 'Set Up HRMS', 'Set Up SACR', 'Install', 'Security', 'Foundation Tables', 'Common Definitions', 'Product Related', and 'System Administration'. The 'User Defaults' section is expanded, showing options for UWM System, UWM Campus Community, UWM Curriculum Management, UWM Design Student Admin, UWM IMT Applications, UWM Process Placement, UWM Records &amp; Enrollment, UWM Recruiting &amp; Admissions, and UWM Security Applications. The main content area includes fields for 'User ID' (SBEDNAR), 'Name' (Bednar, Shelly M), 'Academic Level', 'Application Method', 'Last School Attended', 'Graduation Date', 'Housing Interest', and 'Financial Aid Interest'. There is also an 'External Acad Data Defaults' section with dropdowns for 'Transcript Type', 'Transcript Rcvd Data Source', and 'Transcript Rcvd Medium'. 'Save' and 'Notify' buttons are at the bottom.</p>
8.	<p>Select the <b>User Defaults 4</b> tab.</p>	<p><b>User Defaults 4</b> page appears.</p>
9.	<p>Type in the appropriate defaults based on your role and needs.</p> <p>Recommend the following for basic inquiry users:</p> <p>Make sure the <b>Carry ID</b> checkbox is turned on. This feature retains the ID of the individual's record you are viewing in PAWS when moving from one component to another.</p> <p><b>Note:</b> For users who have access to run transcripts, you may choose to set your Transcript Type depending on which type of transcript you print.</p> <p><b>GCMP</b> = Graduate Campus Copy  <b>UGCMP</b> = Undergraduate Campus Copy</p>	 <p>The screenshot shows the PAWS web interface for 'User Defaults 4'. The left sidebar is identical to the previous screenshot. The main content area includes fields for 'User ID' (SBEDNAR) and 'Name' (Bednar, Shelly M). A 'Carry ID' checkbox is checked and circled in red. Below it are 'Output Destination' and 'Transcript Type' fields. A yellow highlighted section titled 'SEVIS Default' contains 'School Code' and 'Program Number' fields. A 'Printer Name' field is also present with a message '==MESSAGE NOT FOUND=='. 'Save' and 'Notify' buttons are at the bottom.</p>
10.	<p>Select the <b>Enrollment Override Defaults</b> tab.</p>	<p><b>Enrollment Override Defaults</b> page appears.</p>



Step	Action	Result
11.	<p>Type in the appropriate defaults based on your role and needs.</p> <p>There are no recommendations for basic inquiry users on this tab.</p>	
12.	<p>Locate and click the <b>Show following tabs</b> icon.</p> 	<p>The tabs for the remaining pages (<b>Communication Speed Keys and User 3C Groups Summary</b>) appear.</p> 
13.	<p>Select <b>Communication Speed Keys</b> tab.</p>	<p>The <b>Communication Speed Keys</b> page appears.</p>
14.	<p>Type in the appropriate defaults based on your role and needs.</p> <p><b>Note:</b> Depending on the Department that you are located in you may or may not use Communication Speed Keys.</p> <p>There are no recommendations for basic inquiry users on this tab.</p>	



Step	Action	Result
15.	<p>For each additional <b>Communication speed key</b> row needed, click <b>+</b> button, then follow <b>step 14</b> above.</p>	
16.	<p>Select <b>User 3C Groups Summary</b> tab.</p>	<p>The <b>User 3C Groups Summary</b> page appears.</p>
17.	<p>You will see only the <b>3C Update/Inquiry Group</b> items to which you have access.</p> <p><b>Note:</b> The <b>Update Indicator</b> check box displays only if you are <b>authorized</b> to enter and edit data in the 3C group.</p> <p>After access to data stored in PAWS is given, (see <a href="#">PAWS Security and your ePanther ID</a> on page 13) you can view the type of 3C access you have.</p>	
18.	<p>From any page in the <b>User Defaults</b> component, click  <b>Save</b> button.</p> <p><b>Note:</b> <b>Saved</b> will appear in the upper right corner of page.</p>	



## Setting Personalizations

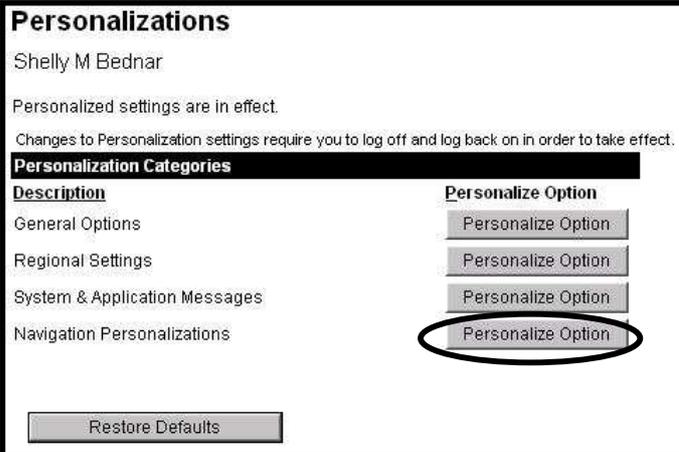
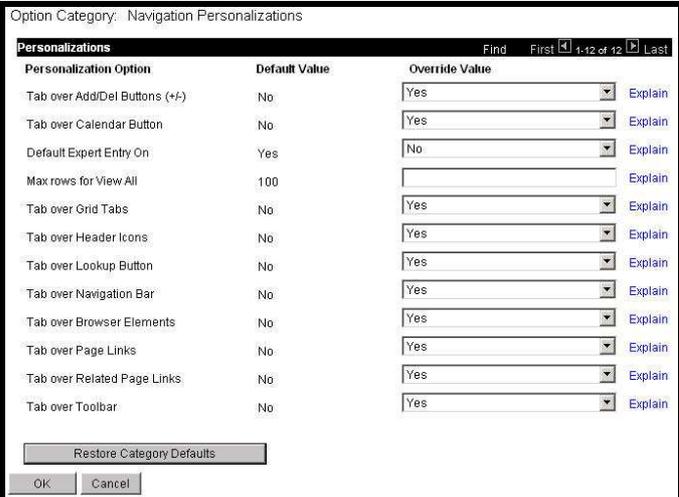
Under Personalization Categories there are four areas that can be personalized including: **General Options**, **Regional Settings**, **System & Application Messages**, and **Navigation Personalizations**. The first three categories are set for you and do not need to be changed.

Personalization Categories	
<b>General Options:</b>	
Accessibility Features	Provides better support for assistive technologies. * Use accessible mode layout - This option is for use with screen readers. Page elements (fields, links, buttons, etc.) are presented linearly to assistive software. * Use standard mode layout - This option supports assistive technologies without altering the page design. * Accessibility Features disabled - This option is the default.
<b>Regional Settings:</b>	
Afternoon designator (PM, pm)	Defaulted to PM. Any string up to 5 characters long, usually 'PM' or 'pm'.
Date Format	Defaulted to MMDDYY. Determines whether date will be displayed with the day first, month first, or year first. The century (YYYY or YY) is controlled as a page field property, not a personalization. Options available are DDMMYY, MMDDYY, YYMMDD.
Date Separator	Defaulted to / . Any single character, common values are '/', '-' or '!'. For example, this determines whether the date will be shown as DD/MM/YY or DD-MM-YY.
Morning designator (AM, am)	Defaulted to AM. Any string up to 5 characters long, usually 'AM' or 'am'.
Time Format	Defaulted to 12 hour. Determines whether time will be displayed in civilian (8:05:00 PM) or military (20:05:00) time format. The determination of whether seconds and microseconds are displayed is made at the field level, and is not a personalization. Options include 12 hour or 24 hour.
<b>System &amp; Application Messages:</b>	
Save Warning	Defaults to Yes. Displays a warning when the user makes a change and attempts to leave the transaction without saving. Options available Yes or No.

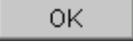
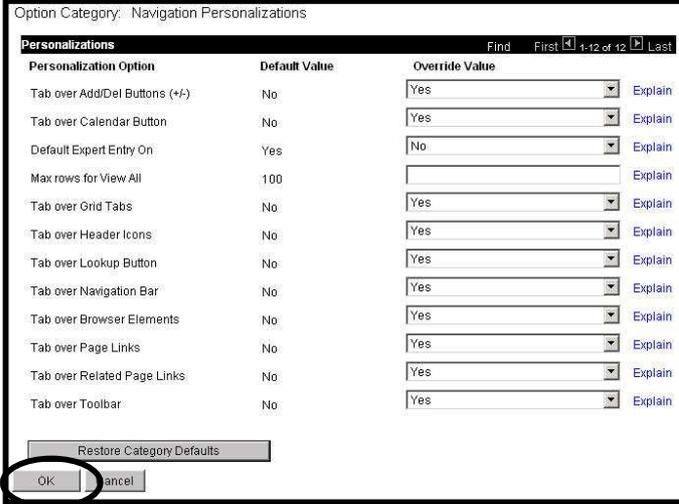
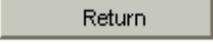
**Note:** The above options are set for you automatically and do not need to be changed.



The last option is the **Navigation Personalizations** which allows you to identify buttons, tabs, or links on a page your mouse skips over. To set these options, follow the steps below:

Step	Action	Result
1.	Navigate to: <b>Menu &gt; My Personalizations</b>  <b>Note:</b> Will need to scroll to the bottom of the left hand menu.	
2.	Select <b>Personalize Option</b> button, for <b>Navigation Personalizations</b> .	
3.	When the page opens, select the option/(s) you want to change.  These are explained in more detail starting on page 69.	



Step	Action	Result																																																				
4.	Click  button.	 <p>Option Category: Navigation Personalizations</p> <table border="1"> <thead> <tr> <th>Personalization Option</th> <th>Default Value</th> <th>Override Value</th> <th></th> </tr> </thead> <tbody> <tr> <td>Tab over Add/Del Buttons (+/-)</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Calendar Button</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Default Expert Entry On</td> <td>Yes</td> <td>No</td> <td>Explain</td> </tr> <tr> <td>Max rows for View All</td> <td>100</td> <td></td> <td>Explain</td> </tr> <tr> <td>Tab over Grid Tabs</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Header Icons</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Lookup Button</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Navigation Bar</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Browser Elements</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Page Links</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Related Page Links</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> <tr> <td>Tab over Toolbar</td> <td>No</td> <td>Yes</td> <td>Explain</td> </tr> </tbody> </table> <p>Restore Category Defaults</p> <p>OK Cancel</p>	Personalization Option	Default Value	Override Value		Tab over Add/Del Buttons (+/-)	No	Yes	Explain	Tab over Calendar Button	No	Yes	Explain	Default Expert Entry On	Yes	No	Explain	Max rows for View All	100		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
Personalization Option	Default Value	Override Value																																																				
Tab over Add/Del Buttons (+/-)	No	Yes	Explain																																																			
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Default Expert Entry On	Yes	No	Explain																																																			
Max rows for View All	100		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																																																			
5.	Click  button to return to the main <b>My Personalizations</b> page.  <b>Note:</b> You must <b>Sign out</b> and <b>Sign In</b> again to see your preferences.	 <p><b>Save Confirm</b></p> <p> Your Personalizations have been saved.</p> <p>Return</p>																																																				
6.	Select <u>Sign out</u> link to activate changes.	 <p>Home - Worklist - Add to Favorites - <u>Sign out</u> UW MILWAUKEE</p>																																																				
7.	Sign back in to PAWS to see changes.	 <p>ePanther ID: sbednar</p> <p>Password: ●●●●●●●</p> <p>Sign In</p>																																																				



It is recommended that if you do a lot of data entry, that you change your Navigation Personalizations as shown below:

Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value	
Tab over Add/Del Buttons (+/-)	No	Yes	<a href="#">Explain</a>
Tab over Calendar Button	No	Yes	<a href="#">Explain</a>
Default Expert Entry On	Yes	No	<a href="#">Explain</a>
Max rows for View All	100		<a href="#">Explain</a>
Tab over Grid Tabs	No	Yes	<a href="#">Explain</a>
Tab over Header Icons	No	Yes	<a href="#">Explain</a>
Tab over Lookup Button	No	Yes	<a href="#">Explain</a>
Tab over Navigation Bar	No	Yes	<a href="#">Explain</a>
Tab over Browser Elements	No	Yes	<a href="#">Explain</a>
Tab over Page Links	No	Yes	<a href="#">Explain</a>
Tab over Related Page Links	No	Yes	<a href="#">Explain</a>
Tab over Toolbar	No	Yes	<a href="#">Explain</a>

Restore Category Defaults

OK Cancel

It is recommended that the tab over options be changed as follows:

### Tab over Add/Del Buttons (+/-)



Selecting "Yes" from the drop down allows you to skip the Add/Delete button when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the Add/Delete button when you are tabbing.

### Tab over Calendar Button



Selecting "Yes" from the drop down allows you to skip the Calendar button when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the Calendar button when you are tabbing.

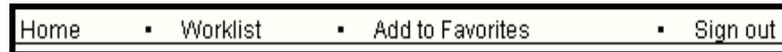


### Tab over Grid Tabs



Selecting “Yes” from the drop down allows you to skip the Grid tabs when pressing your tab key. If you leave as default, the system will automatically stop your cursor on each of the Grid tabs when you are tabbing.

### Tab over Header Icons



Selecting “Yes” from the drop down allows you to skip the Header Icons when pressing your tab key. If you leave as default, the system will automatically stop your cursor on each of the Header Icons when you are tabbing.

### Tab over Lookup Button



Selecting “Yes” from the drop down allows you to skip the Lookup button when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the Lookup button when you are tabbing.

### Tab over Navigation Bar



Selecting “Yes” from the drop down allows you to skip the Navigation Bar when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the Navigation Bar when you are tabbing.

### Tab over Browser Elements



Selecting “Yes” from the drop down allows you to skip the address link when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the address line when you are tabbing.



### Tab over Page Links

A screenshot of a navigation bar with two links: "Visa/Permit Data" and "Citizenship". The links are highlighted with a yellow background and a black border.

Selecting "Yes" from the drop down allows you to skip the Page Links when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the Page Links when you are tabbing.

### Tab over Related Page Links

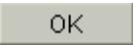
A screenshot of a "Transfer To:" dropdown menu. The dropdown is open, showing "Education" as the selected option. To the right of the dropdown is a "Go" button.

Selecting "Yes" from the drop down allows you to skip the Related Page Links when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the Related Page Links when you are tabbing.

### Tab over Toolbar

A screenshot of a toolbar with various icons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, and Correct History.

Selecting "Yes" from the drop down allows you to skip the Toolbar when pressing your tab key. If you leave as default, the system will automatically stop your cursor on the Toolbar when you are tabbing.

Remember to click on  button to save changes.

**Note: You must "Sign Out" and Sign back into PAWS for your preferences to take effect. If you do not sign-out right away, you will not see the changes until the next time you log in to PAWS.**



## Managing Customize Page

Customize Page is a new feature for UWM that allows a user to identify what fields the cursor will tab to next in a sequence. For example, going from one data entry field to another data entry field. Page customization is available on any PAWS page which includes the Customize Page link in the upper right of the page. Page customization allows you to:

- Set a specific tab to come to the front when calling up that component
- Save the state of expanded/collapsed sections on a page
- Save the View All settings on a page
- Change the order in which the cursor tabs between fields

Setting the tab order on a page allows you to set how the cursor moves around the page when you press the **Tab** key. For example, you may want the cursor to only **Tab** between text fields. There are four components involved in setting the tab order:

- **Include In Tabbing Order** and **Remove From Order** – Each potential tab stop on the page can either be excluded from the order or included in the order. Fields which are currently a part of the tabbing order are marked with a blue number link (i.e. [19](#)). Fields which are currently not a part of the tabbing order are marked with a [X](#) link.
- **Move Up In Order** and Select **Move Down In Order** – The numbers next to fields represent the order in which the cursor moves between the fields. Fields can be moved earlier or later in the order by changing the number.

### Important Information:

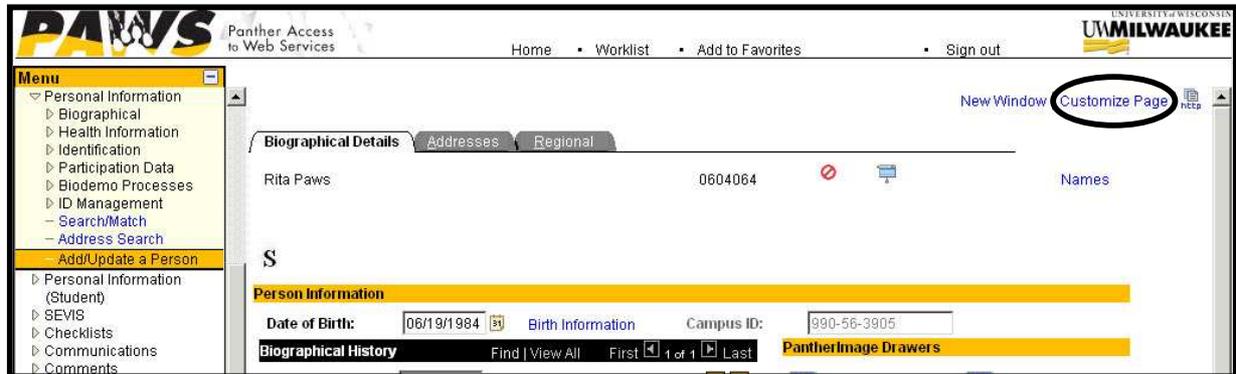
Customizing a page enables you to “hide” fields. Before applying customizations that hide fields, consider various data entry scenarios to ensure all data you may need will display. If you need to contact the Help Desk staff for assistance, notify them if you have customized pages, as they may need to be reset.

### Important Information:

Inquiry only access on a page will still display the [Customize Page](#) link, however, when the Page Customization appears no numbers or X's will be assigned to data fields.



The [Customize Page](#) link is available on most pages in PAWS, and therefore does not have a specific navigation path. Below is a screenshot to demonstrate where this link appears on a typical PAWS page.



Based on the task, refer to the appropriate page from the chart below:

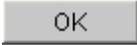
If you need to...	See this page...
Apply Customized Settings	74
Share Customized Settings	77
Apply Shared Settings	79
Delete Customized Settings	81

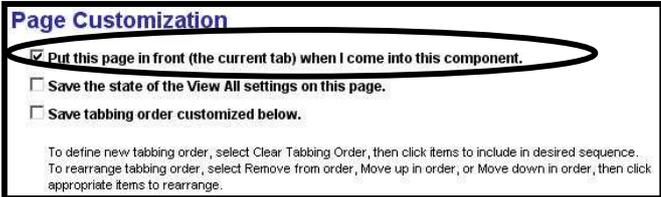
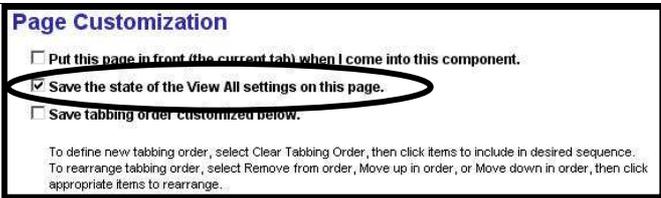
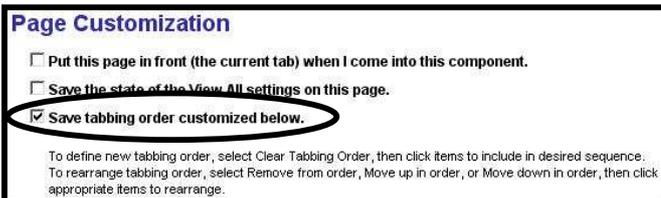
#### Important Information:

It is also important to note that these customizations are user specific and may or may not carry forward when patches and fixes are applied to the PAWS system. Please keep track of your Customize Settings so you can reapply them if they are lost during regular maintenance cycles.

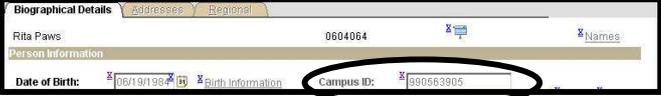
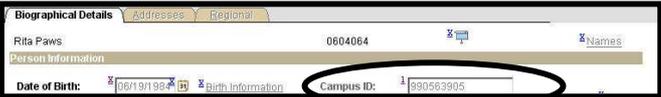
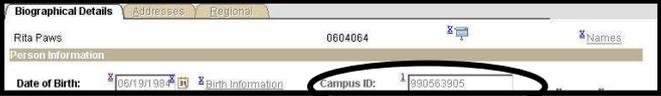
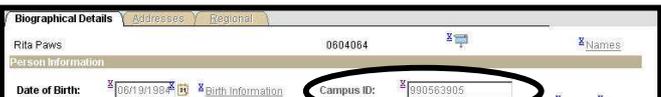
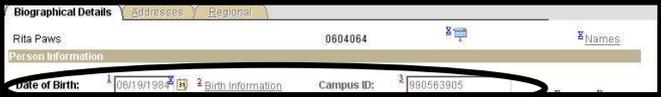
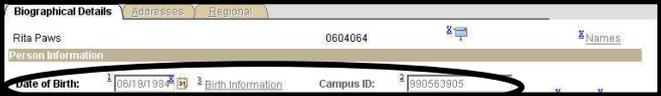


### Apply Customized Settings

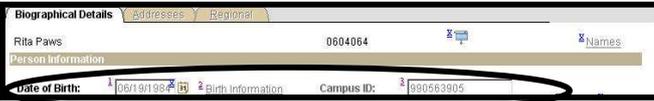
Below is a list of all of the Customized Settings features. For each action, you need to start with step 1 and end with step 4. Each of these options is possible and you can do more than one function at one time. Always click  button at the end to save changes.

Step	Action	Result
1.	Click the <a href="#">Customize Page</a> link on the page you want to customize.	Sample from Add Update a Person page: 
	Select <b>Put this page in front (the current tab) when I come into this component.</b> checkbox to have the current page come to the front when navigating to this component.  <b>Note:</b> In order for this to work, you need to be on any tab other than the 1 <sup>st</sup> tab of that component.	
	Select <b>Save the state of the View All settings on this page.</b> checkbox to save the current View settings.  <b>Note:</b> You must set the <b>View</b> options on the page before clicking the <a href="#">Customize Page</a> link in order to set the defaults.	
	Select <b>Save tabbing order customized below.</b> checkbox if you are setting a customized tabbing order.	
2.	Select <b>Include In Tabbing Order</b> radio button.  <b>Note:</b> Typically, you will click  button before beginning this step.	



<p>3. OR</p>	<p>Click on any fields marked with a  link that you want to include in the tabbing order.</p> <p>For example, Campus Id field is currently excluded from the tab order. Clicking the  link next to Campus Id will change the  to a blue number link, giving it a place in the tabbing order.</p>	<p>Before:</p>  <p>After:</p> 
<p>2.</p>	<p>Select <b>Remove From Order</b> radio button.</p>	
<p>3. OR</p>	<p>Click on any fields marked with a blue number link that you wish to remove from the tabbing order.</p> <p>For example, the Campus Id is currently in the tabbing order. Clicking the blue number link will change it to an , removing it from the tabbing order. <b>Note:</b> Repeat steps as necessary until only the tab stops you want to include are set with blue number links.</p>	<p>Before:</p>  <p>After:</p> 
<p>2.</p>	<p>Select <b>Move Up In Order</b> radio button.</p>	
<p>3. OR</p>	<p>Click on any fields marked with a blue number link that you want to move up in the tabbing order.</p> <p>For example, if you want to tab to the Campus Id before the Birth Information, click on the blue number link next to the Campus Id field to change it to a lower number. <b>Note:</b> The tabbing order numbers may not start with 1, and there may be gaps for fields not currently visible on the page.</p>	<p>Before:</p>  <p>After:</p> 
<p>2.</p>	<p>Select <b>Move Down In Order</b> radio button.</p>	
<p>3.</p>	<p>Click on any fields marked with a blue number link that you want to move down in the tabbing order.</p>	<p>Before:</p>

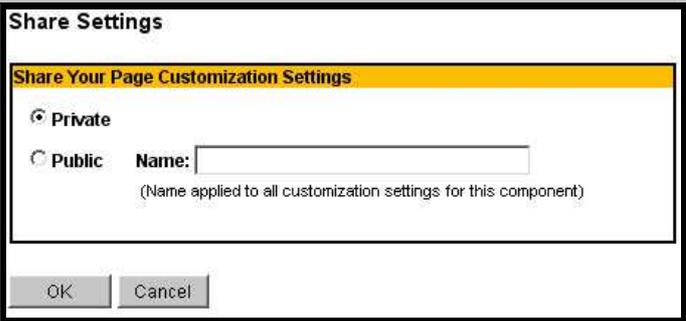
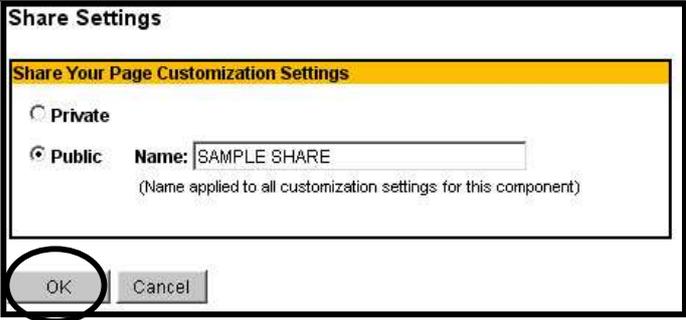


<p>OR</p>	<p>For example, if you want Birth Information to be before Campus Id. Changing the order of one field may affect the order of another field. Review the tabbing order of all fields carefully after making a change.</p> <p>Repeat steps as necessary until the sort order is set properly.</p>	 <p>After:</p> 
	<p>If you need to reset the order, click <b>Clear Tabbing Order</b> button and repeat steps as necessary.</p>	
	<p>If you need to restore defaults, click <b>Restore Default</b> button.</p>	
<p>4.</p>	<p>Click <b>OK</b> button.</p>	



## Share Customized Settings

Share Customized Settings allows multiple users to save their settings and share it with co-workers who work in the same department or who perform the same functions on campus. This is a two-phase process. The original user must “Share” settings and the second user must “Apply” settings.

Step	Action	Result
1.	Select <a href="#">Share Settings</a> link on the page containing the settings you wish to share.	
2.	Select <input checked="" type="radio"/> <b>Public</b> radio button. <b>Note:</b> If you do not work in one of the Administrative offices listed on page 97, please do not save “Public” Settings.	
3.	Type a name for the setting in the Name field. <b>Note:</b> A naming convention has been defined for offices using the “Public” option.	
4.	Click <input type="button" value="OK"/> button.	
5.	Click <input type="button" value="OK"/> button.	



**Important Information:**

Just because a user shares his/her settings, by making it public, does not prevent other users from changing the settings. The changes will only affect that user and not the original creator or the other individuals using the public setting. Another user cannot re-name the original template to the same name used by the original user. An error message will display and require a name change.

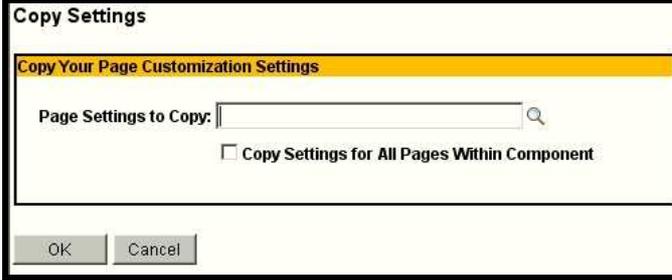
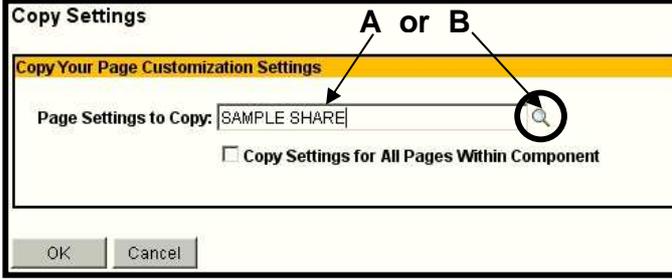
**Important Information:**

Each functional area will have a naming scheme to follow when sharing public settings. Please make sure to follow these standards. And communicate changes to the appropriate individuals.

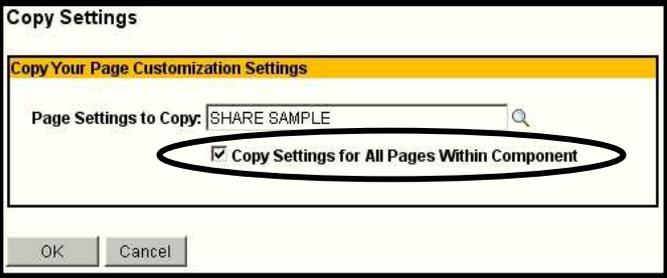
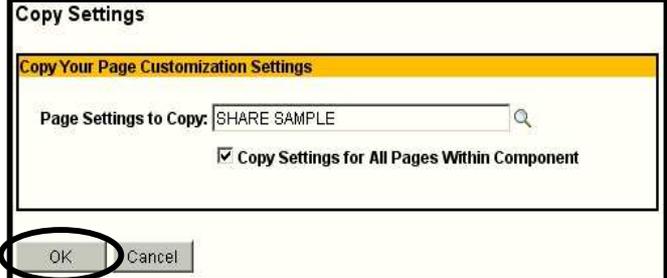


## Apply Shared Settings

Apply Shared Settings allows users to use another person's public settings. This is useful for co-workers who work in the same department or who perform the same functions on campus. This second phase of the process is to "Apply" settings.

Step	Action	Result
1.	Select <a href="#">Copy Settings</a> link on a page which is of the same configuration as the page from which the settings were saved.	
2.	<p>Type the name of the shared setting (shown to right sample A) or choose a value by clicking  icon in <b>Page Settings to Copy:</b> field (Sample B).</p> <p><b>Note:</b> Names are component based, which means you will only see names associated with settings created and shared on that component/page in PAWS.</p>	 <p>If sample B, the following page will appear. Click <b>Look Up</b> button for the Search Results to display.</p> 



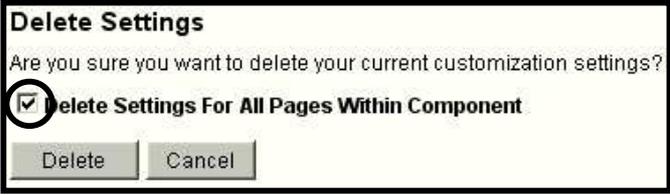
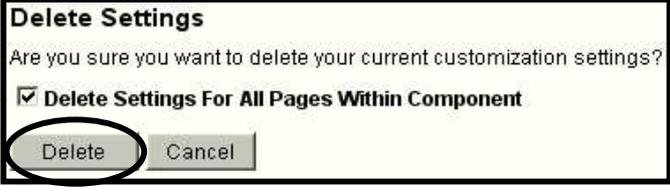
3.	<p>Once name is filled in, select <input checked="" type="checkbox"/> <b>Copy Settings for All Pages Within Component</b> checkbox, if applicable.</p> <p><b>Note:</b> This is <b>very important</b> if changes were made on more than one page within the component.</p>	
4.	Click <input type="button" value="OK"/> button.	
5.	Click <input type="button" value="OK"/> button.	

**Important Information:**

Just because a user shares his/her settings, by making it public, does not prevent other users from changing the settings. The changes will only affect that user and not the original creator or the other individuals using the public setting. Another user cannot re-name the original template to the same name used by the original user. An error message will display and require a name change.



**Delete Customized Settings**

Step	Action	Result
1.	Select <a href="#">Delete Settings</a> link to delete the settings for the selected page.	
2.	Select <input checked="" type="checkbox"/> <b>Delete Settings For All Pages Within Component</b> checkbox if you want to delete the customized settings for all the pages in the component.	
3.	Click <input type="button" value="Delete"/> button.	
4.	Click <input type="button" value="OK"/> button.	

**Important Information:**

People that are using the shared settings will still have access to the deleted settings. Making settings public, is not a guarantee that users haven't copied and renamed. Deleting will only affect your settings.



***Naming Conventions***

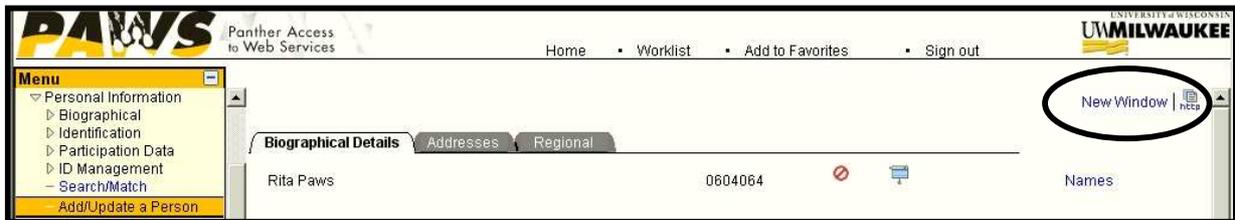
UWM developed a naming convention for those offices that will be publishing public settings to be shared with other users. The UWM pre-fix will be used for all templates that will be shared with staff and Advisors outside of Admissions, Center for International Education, Financial Aid, Human Resources, Recruitment and Outreach, Records, Registration, Student Financials, and Testing. No other offices should be publishing public settings. These naming conventions only apply to settings that are saved publicly.

To see the naming conventions for Admissions, Center for International Education, Financial Aid, Human Resources, Recruitment and Outreach, Records, Registration, Student Financials, and Testing please see the appendix of this manual.



## Using New Window feature

PAWS allows you to have more than one window open at one time. Use the **New Window** link to open a second window and navigate to a separate component without losing access to the information on your primary window.



The primary window has a one hour timeout period, but the secondary window has a 20 minute timeout process. The timeout process is based on minutes of inactivity.

Keep in mind that workstation performance (e.g. speed and memory) is affected when multiple windows and applications are open or are running at the same time. When you know you will be working with several windows, it is best to minimize all other Windows applications such as Excel, web browsers or e-mail. You may also find it even more beneficial to close them. This will depend upon the size and speed of your computer.

It is very important that if you are done working in PAWS or if you walk away from your desk that you lock your work station. To lock your workstation, press your Windows key PLUS the letter "L" key. This will lock your work station. Use your ePanther Id and Password to unlock your workstation, unless you have used a different Id and Password during your desk top set-up. The ID and Password may be different in computer labs and public access computer stations. Information in PAWS is highly confidential and it is important that we protect the privacy of our staff and students by securing the data that is contained in the database.



## Using Search Match

To conduct a search on a name that is not being found through normal means, try the **Search Match** option. There are two methods for using **Search Match**.

One method for searching is using the **Search Type** of "Person" and the **Search Parameter** of "UWM\_BASIC". When using this basic search method, you can enter the first and last name of the person and search.

### Navigation:

**Menu > Campus Community > Personal Information > Search/Match**

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

**Find an Existing Value**

**Search Type:** =

**Search Parameter:** begins with

**Ad Hoc Search**

**Description:** begins with

[Basic Search](#)

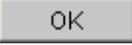
### Basic Search Match

Step	Action	Result
1.	Select <b>Search Type</b> of <b>Person</b>	<b>Search Type:</b> = <input type="text"/> Person <input type="text"/>
2.	Select <b>Search Parameter</b> of <b>UWM_BASIC</b>	<b>Search Parameter:</b> begins with <input type="text"/> UWM_BASIC <input type="button" value="🔍"/>
3.	Click the <input type="button" value="Search"/> button.	<div style="border: 1px solid black; padding: 5px;"> <p><b>Search/Match</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p><b>Search Type:</b> = <input type="text"/> Person <input type="text"/></p> <p><b>Search Parameter:</b> begins with <input type="text"/> UWM_BASIC <input type="button" value="🔍"/></p> <p><b>Ad Hoc Search</b> <input type="checkbox"/></p> <p><b>Description:</b> begins with <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="📄 Save Search Criteria"/></p> </div>



The following page appears:

**Note:** Search field names that end in the word “search” as shown above, can be typed upper or lower case. They are **not** case sensitive.

Step	Action	Result
1.	<p>Select <b>Search Results Code</b> equal to <b>UWM Results</b>.</p> <p><b>Note:</b> <i>The <b>Search Results Code</b> should default in for you. If the <b>Search Results Code</b> is blank, click the <a href="#">User Default</a> link. When the page opens, type “UWMRESULTS” or select from look up option. Click  button. Once this is saved it will appear each time you open the Search Match Page.</i></p>	
2.	Type in the person’s <b>first name</b> in the <b>First Name Search</b> field.	
3.	Type in the person’s <b>last name</b> in the <b>Last Name Search</b> field.	



4. Click the **Search** button.

If no results are found, the following message will appear:



Click **OK** button to continue.

If there are results, the following page will appear:

**Search Results**

Search Type: Person  Ad Hoc Search

Search Parameter: UWM\_BASIC UWM BASIC SEARCHMATCH

Result Code: UWMRESULTS UWM Fields to Display

**Search Results Summary** [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 110 UWM F/L Name

Search Results						
Customize   Find   View All   First 1-3 of 3 Last						
Results	Results2	Additional Information				
	Empl Id	Last Name	First Name	Date of Birth	National ID	Campus ID
1	<b>Carry ID</b> 0604064	Paws	Rita	06/19		990563905
2	<b>Carry ID</b> 0604064	Paws	Rita	06/19		990563905
3	<b>Carry ID</b> 0604064	Paws	Rita	06/19		990563905

To look up the same person on a different screen, click **Carry ID** button and re-navigate to the new page. The ID will carry with you to whatever screen you wish to go to.



**Note:** If you want to keep the **Search Results** page open, use the **New Window** feature (described on page 83), to navigate to the desired component in a separate window.

Select **Results2** or **Additional Information** tab, below Search Results, to see more details.

### Search Results

Search Type: Person  Ad Hoc Search

Search Parameter: UWM\_BASIC UWM BASIC SEARCHMATCH

Result Code: UWMRESULTS UWM Fields to Display

**Search Results Summary** [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 110 UWM F/L Name

Search Results					Customize   Find   View All
					First 1-3 of 3 Last
	Results	Results2	Additional Information		
			<b>Empl Id</b>		
1	<a href="#">Carry ID</a>		0604064	Person Organizational Summary	<a href="#">Relations With Institution</a>
2	<a href="#">Carry ID</a>		0604064	Person Organizational Summary	<a href="#">Relations With Institution</a>
3	<a href="#">Carry ID</a>		0604064	Person Organizational Summary	<a href="#">Relations With Institution</a>

**Note:** Multiple rows will appear. One row for each field searched on that has effective dated rows attached. For example: If individual has had a name or address change.

**Note:** UWM does not use the [Person Organizational Summary](#) link. If you select it, you will see an error message that says "you are not authorized for this page". Message shown below:

You are not authorized for this page. [https://paws.uwm.edu/psc/sa89prod\\_2/EMPLOYEE/HRMS/c/ADMINISTER\\_WORKFORCE\\_\(GBL\).PERSON\\_ORG\\_SUMM.GBL?Page=PERSON\\_SUMMARY&Action=U&EMPLID=0604064](https://paws.uwm.edu/psc/sa89prod_2/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).PERSON_ORG_SUMM.GBL?Page=PERSON_SUMMARY&Action=U&EMPLID=0604064)



Click [Relations With Institution](#) link to see the list of relationships (or roles) that the individual currently has or has had on campus.

UWM Active Relationships								
Rita Paws		Roles			0604064			
					Relationship Type			
Current Relationships in Effect								Customize   Find
Relationship with Institution	Description	Effective Date	Effective Sequence	Relationship Type	Date/Time Stamp	Manual Override	Manual Override Permanent	Updated By
1 APPL	Applicant	11/08/2006	1	Has Been	11/08/2006 10:36AM	Not Manually Set	Batch Can Override	Thomas E. Lemke
2 STUD	Student	02/15/2006	1	Current	02/15/2006 9:16AM	Not Manually Set	Batch Can Override	Thomas E. Lemke

The [Relations With Institution](#) link will take you to the **Relations with Institutions** page if you have access to see the component. The **Relations with Institution** page will display the roles and **Relationship Type** an individual has within PAWS.

**Roles/Relations with Institution** could include:

- Advisor
- Applicant
- Employee
- Instructor
- Special Account
- Student

**Relationship Type** could include:

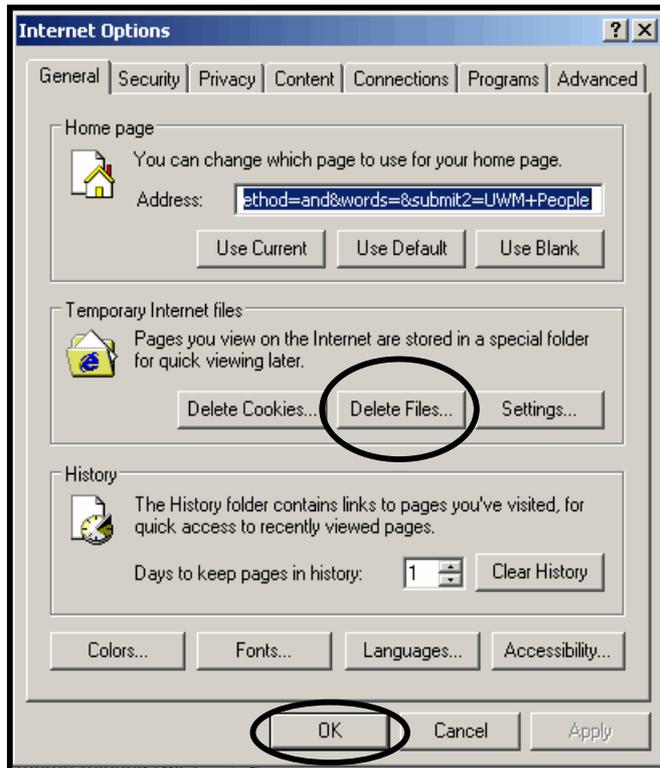
- Current
- Has Been
- Recently Has Been



## Clearing Your Browser's Cache (Temporary Internet Folders)

### Internet Explorer

Every so often you will want to clear out temporary Internet folders otherwise known as your 'cache'. Follow this procedure if you notice things not working properly in **Internet Explorer**.



To clear your internet browser cache using **Internet Explorer**, follow these steps:

STEP	DESCRIPTION/ ACTION
1.	In your browser options select <b>Tools</b> .
2.	Select <b>Internet Options</b> .
3.	Click on the <b>General</b> tab.
4.	Click <b>Delete Files</b> in the Temporary Internet files area.
5.	Click on  button in the Delete Files dialog box.
6.	Click on  button.



## Firefox

Every so often you will want to clear out temporary internet folders otherwise known as your 'cache'. Follow this procedure if you notice things not working properly in **Firefox**.



To clear your internet browser cache using **Firefox**, follow these steps:

STEP	DESCRIPTION/ ACTION
1.	In your browser options select <b>Tools</b> .
2.	Select <b>Clear Private Data</b> .
3.	Select the options to turn on and off. <b>Note:</b> If you wish to keep save passwords, make sure the <b>Saved Passwords</b> option is turned off as shown above.
4.	Click <b>Clear Private Data Now</b> button.



## Requesting Technical Support for PAWS

If you have technical problems with PAWS, go to [www.paws.uwm.edu](http://www.paws.uwm.edu). Do not sign in, instead click on the **Help** tab.



Type in your ePanther ID:

A screenshot of the PAWS Help Form. The form has a white background with a yellow border. At the top, there is a navigation bar with links: "Home", "Access", "Help", "Training", "Students", "Faculty / Advisors", and "Staff". Below the navigation bar, the PAWS logo and "Panther Access to Web Services" text are on the left, and the University of Wisconsin-Milwaukee logo is on the right. The main content area is titled "Help Form" and contains the text "Enter your ePanther ID to submit a PAWS Help Form." Below this text, there is a label "ePanther ID:" followed by a text input field containing the text "sbednar". To the right of the input field, there is a note "(DO NOT include '@uwm.edu')". Below the input field, there are two buttons: "Continue" and "Reset". The "Continue" button is circled in black. At the bottom of the form, there is a footer with the text "© University of Wisconsin-Milwaukee | For ongoing PAWS help e-mail: [help@uwm.edu](mailto:help@uwm.edu) | [Forgot your ePanther ID or password?](#) Administration".

Click on  button.



The top portion of the below screen will be filled in for you based on the information that is available in the LDAP server.

**PAWS** Panther Access to Web Services UNIVERSITY OF WISCONSIN  
**UWMILWAUKEE**

### Help Form

**Information for the ePanther ID entered:**

Name: Shelly M Bednar  
Email Address: sbednar@uwm.edu  
Phone Number: (414) 229-2914  
(please edit if you would like to be contacted at another number)

I am requesting help in my role as (select one):

- Advisor
- Faculty
- Staff
- Student

© University of Wisconsin-Milwaukee | For ongoing PAWS help e-mail: [help@uwm.edu](mailto:help@uwm.edu) | [Forgot your ePanther ID or password?](#)  
Administration

Verify the information is correct and make any necessary change to your phone number. Make sure to select the appropriate role based on the specific issue you are having at the time of the Help Request. For example, if you are a staff member who is also a student trying to register for a class, select the **Student** role.

Click on  button.



When  is selected, the following page will appear:

**PAWS** Panther Access to Web Services UNIVERSITY OF WISCONSIN  
**MILWAUKEE**

### Help Form

**Note:** Fields marked with an asterisk (\*) are required for submittal.

**Contact Information**

▶ ePanther ID:

▶ Today's Date:

Please answer as many of the questions as you can regarding the problem.

**Problem Information**

▶ \* What is the name of the instance where the problem is occurring?

▶ \* Describe the problem:

▶ If any error messages are displaying, please type or copy the message text in the space below.

▶ If you would like to attach a screenshot of the error, please use the field below.

▶ What was being done on the system at the time the error occurred? Please supply specific details. For example, provide the exact name of the process being run, the name of the panel you were working in when the error occurred, any steps performed just before the error occurred, etc. Please include the navigation to the page.

▶ Has anything been tried to fix the problem already? If so, what?

**Machine Information**

▶ If you are running a process (SQR, COBOL, CRYSTAL), how?

▶ Enter the process instance number:

**Additional Comments**

▶ Additional comments, including other contact information.

© University of Wisconsin-Milwaukee | For ongoing PAWS help e-mail: help@uwm.edu | Forgot your ePanther ID or password? Administration

Fill in as much information as you possibly can and select the  button.

**Note:** \* fields are required.



When technical issues are submitted via the on-line help form, the information is added to the Help Desk's knowledge system. Issues that arise are stored in a database and can be tracked for future reference.

University Information Technology Services (UITs) will forward your concern to the appropriate individual for resolution. You will receive an email with a ticket number. Use this ticket number when referring to the same problem in the future.

If you have questions regarding PAWS training classes, go to the PAWS homepage at [www.PAWS.uwm.edu](http://www.PAWS.uwm.edu) and select the appropriate audience (For example: Staff). Regular training is offered for advisors and staff on a monthly basis or by request. Faculty and student training is conducted by request.



## Appendix

### Admit Types

The codes and descriptions of UWM admit types are listed below.

Codes	Descriptions
CCP	Continuing Graduate – change of program. Used for a student who is currently a graduate and is changing to another program.
CNT	Continuing student within the same career. Used for students who are a special and are changing to a degree candidate in the next semester and vice versa. Not to be used for someone who graduated and is coming back for something else.
GNC	Graduate New Career. Used for a graduate student who has completed their degree and coming back for a different degree.
GNT	Graduate New Career Term Change: Same as GNC <b>except</b> there are already enrollment rows but with no enrollment for a new graduate career.
NFP	New Freshmen Previously Special. Used for a student who was a high school special or youth option special and is now becoming a new freshman.
NFR	New Freshman. Used for a student who is new to UWM and has no college work outside of high school.
NFT	New Freshmen Term Change: Same as NFR <b>except</b> there are already enrollment rows but with no enrollment.
NGR	New Graduate. Used for a student who is new to UWM at the graduate level.
NGT	New Graduate Term change: Same as NGR <b>except</b> there are already enrollment rows but with no enrollment.
NSP	New Special. Used for a student who has never attended UWM before in the undergraduate career and will be a special student.
NST	New Special Term change: Same as NSP <b>except</b> there are already enrollment rows but with no enrollment.
NTR	New Transfer. Used for a student who has never attended UWM before in the undergraduate career; will be in a degree program (postbacs & certificates of majors included) and has transfer work outside of high school.
NTT	New Transfer Term Change: Same as NTR <b>except</b> there are already enrollment rows but with no enrollment.
RCP	Re-entry graduate changing program. Used for a student who was in a graduate program in the past and is returning but in another program.
REI	Re-entry Incomplete. Used for a re-entry student who last attended prior to 1984 in the same career and does not have a PeopleSoft student record.
REN	Re-entry. Used for a re-entry student who has missed at least one spring or fall term in the same career and did not graduate at the end of their previous enrollment and is returning in a degree program, postbac, or certificate of major program.



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RSP	Re-entry special. Used for a undergraduate student who has missed at least one spring or fall term in the same career and did not graduate at the end of the previous enrollment and is returning as an undergraduate special student.
RTR	Re-entry Transfer. Used for a re-entry student who has missed at least one spring and fall term in the same career and did not graduate at the end of their previous enrollment and is returning in a degree program, postbac, or certificate of major program and they have new transfer work.
UNC	Undergraduate New Career. Used for a student who received an undergraduate degree during their last enrollment at UWM and is returning as an undergraduate in any program.
UNT	Undergraduate New Career Term change: Same as UNC <b>except</b> there are already enrollment rows but with no enrollment.



### Module Functional Leads

The most recently list of Module Functional Leads as of time of publication are listed below:

Module	Module Functional Lead
Admissions	Mike Bubolz
Academic Advisement	Seth Zlotocha
Campus Community	Rita Freiburger
Financial Aid	Mark Levine
Recruitment	Jan Ford
Student Financials	Mary Wise
Student Records	Broken down further.
Course Timetable	Jon Lenichek
Records	Sandra Humes
Registration	Jon Lenichek
Transfer Credit	Jonathan Webb

#### Note:

In most cases, the PAWS Authorization form will go to Rita Freiburger and approved by the appropriate Module Lead, except for Financial Aid and Student Financials. Those authorization forms will go directly to the Module Lead for approval and processing.

