Campus Solutions 8.9
Tutorial Handout
Objectives: Provide intro to navigation in 8.9 and highlight significant changes.

Folder vs. Graphic Navigation
Version 8.9 features the navigation menu pagelet. You will have two primary options for navigating to pages within the modules -- Arrow Navigation and Folder/Graphic Navigation.

To use Arrow Navigation, click on the right arrow next to the menu item.

Select the Tuition and Fees link.

Select the Student Financials link.

To use Folder/Graphic Navigation, click on the menu item.
Minimizing the Menu Pagelet
Using Search Feature to Find a Page

Using Favorites
PeopleSoft Campus Solutions 8.9 Tutorial

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

Find an Existing Value:
- ID:
- Campus ID:
- National ID:
- Last Name:
- First Name:

Favorites in 8.9 are stored on the server and are tied to the Operator ID - not the PC.

Navigate to the page that you want added to your Favorites

Add to Favorites
Please enter a simple description for this Favorite

- Description: Tuition Calculation

Accept or change the Description that appears and click the OK button

The Add to Favorites page appears
Select the My Favorites link to view your list of favorites.

The Favorite that was just created will appear in your favorites list.

Click on the Edit Favorites link to delete a favorite or to change the order that it appears in the list.
Shortcut Keys
My Personalizations

My Personalizations allows the user to personalize some functions

General Options
Saved Searches
Working with Tables and Grids
Customizing Grids and tables

 grids can be customized to display only the fields you wish to view, and to be sorted by the fields that you choose.
To hide a field, select the field and check the Hidden checkbox.

To sort by a particular field, select it and click the Add to Sort button.

To add more sort fields, click the preferred field and the Add to Sort button.
Student Services Center

The Student Services Center allows the employee to view self-service from the student’s perspective.
Adding Query Favorites
Using Search Match
Search Match
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Type: Person
Search Parameter: Begins with

Click the Search button
Adding/Updating Addresses

When creating a new record, the address is entered by using the Edit Address link.
Enter the street address and zip code.

Click the OK button.

Click the Yes button to accept the default City, State, and County based upon the zip code entered.
Select the Edit Address link.

The initial address entered will default. Delete that address and enter the mailing address.
When updating an existing record, there is an Addresses page that does not appear when entering a new record.

Select the Edit/View Address Details link to update an existing address.

You must insert a row to update the address.
Edit Address

Country: United States
Address 1: [Address 1]
Address 2: [Address 2]
City: [City]
State: [State]
Postal: [Postal]
County: [County]

Enter the address as usual

After entering the new address and returning to the Address page, you must click the Submit button.