

Table of Contents

Colleague UI	2
Shortcut Icon:	2
Colleague UI:	2
Login Page:	2
Landing Page:	3
What You'll See	4
Person Search:	4
Form Search:	5
Forms	5
Lookup Fields:	5
Multi-value Fields:	5
Menu Items	6
Colors:	7

Colleague UI

Colleague UI, also referred as Datatel, is a web-based interface used for student registration, advising, payments, and many other features. There is a shortcut inside the **FTCC Shortcuts** folder, called **Datatel**, located on your desktop that will give you access to Colleague UI, as well as many more programs. This program will open Chrome in incognito, which is recommended and preferred. **Please Do Not Use IE, Edge, Firefox, or any other browser when using Datatel.**

Below are screenshots of what the shortcut icon, Colleague UI page, login page, and landing pages look like.

When you've accessed a screen (mnemonic) and begin entering data, you must either press tab or the enter key to exit the field before saving. **Please Do Not just click out of the field.**

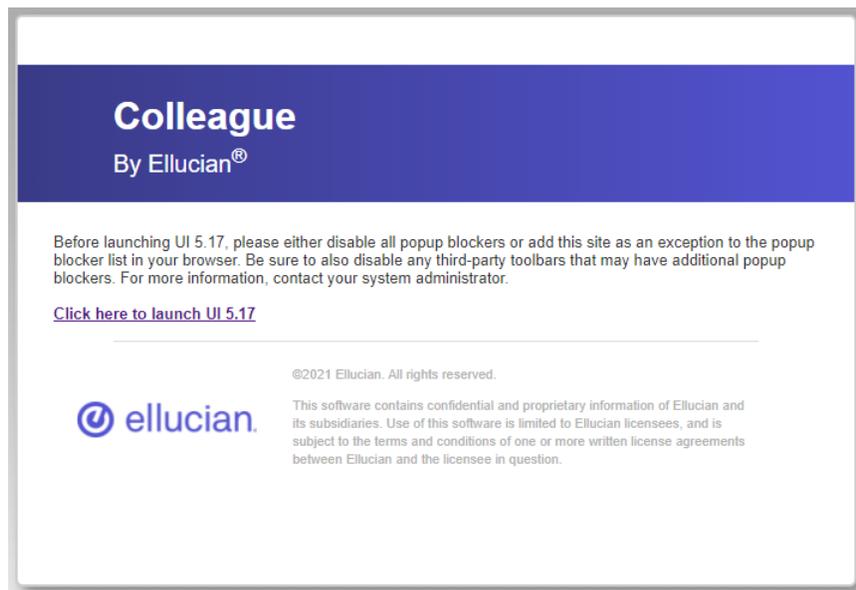
Shortcut Icon:

This is the shortcut that you will need to double-click to start using Colleague UI. This will open the page you see below in the Colleague UI section. You may want to bookmark that page for easier and faster access.



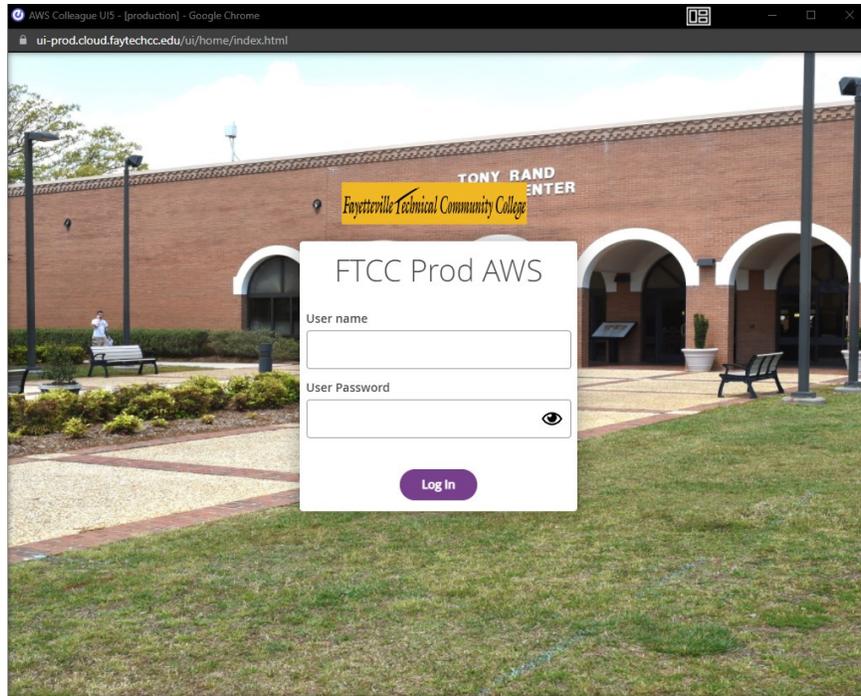
Colleague UI:

If you wish to create a bookmark for faster access, please bookmark this page and not the login page below.



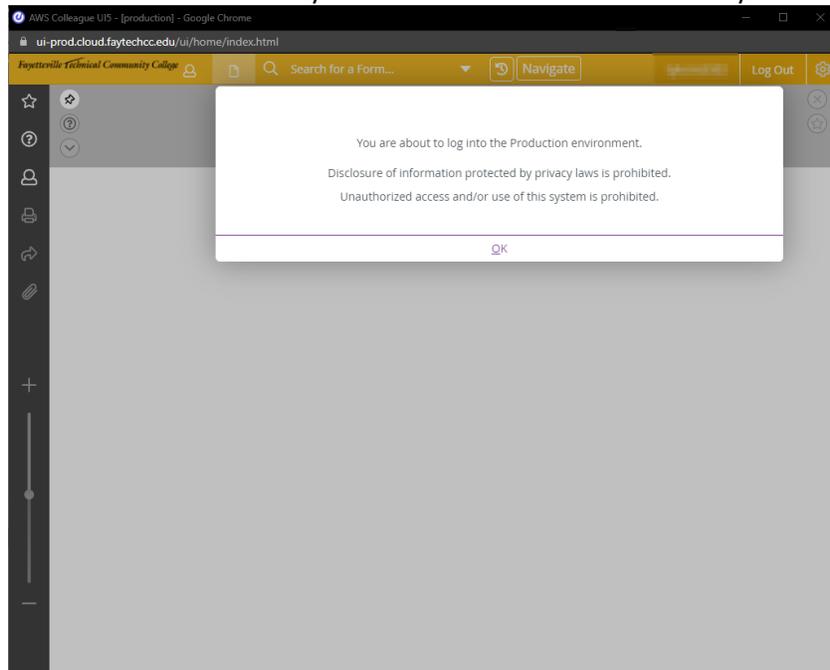
Login Page:

Do not bookmark this page. Please bookmark the Colleague UI page if you wish to create a bookmark.



Landing Page:

This is what you will see each time that you log into Colleague (Datatel). This is also where you will enter in the mnemonic for the screen that you want to access to be able to do your work.



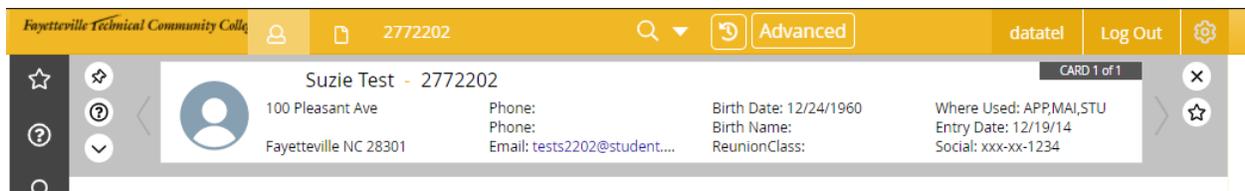
What You'll See

There are two types of search's that you can do with Colleague, *person* search and *form* search.



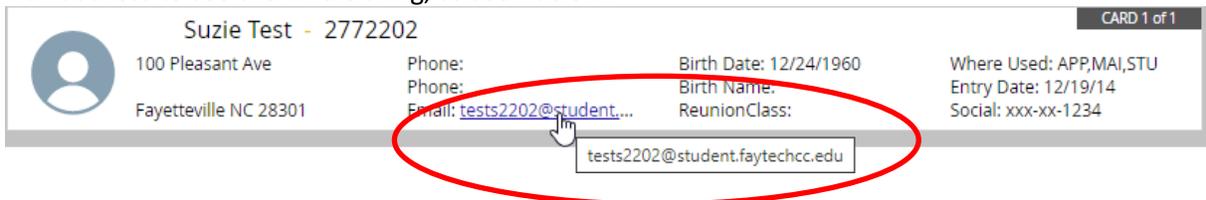
Person Search:

To perform a person search, click on the *person* icon and then type in that person's Colleague ID or first and last name. This will then display their context with limited information.



Student Context:

The student context will show student information, some of which will be confidential. Make sure that your monitor is not viewable by anyone else while you are viewing the information. If all of the user's information that is on the context card doesn't show, you can place the mouse on the information data and be able to see all of the information. For example, in the picture above, the student's email address does not fully show. To be able to see the entire email address, I can place the mouse pointer on the email address to see the whole thing, as seen below.



You can have more than one context card open, especially if you are wanting to use the same screen for several students. Using the buttons listed below, you can navigate through the different context for the students.

-  Display all contexts.
-  Previous Context
-  Next Context
-  Favorite. This adds a context to the favorite menu you can open elsewhere.
-  Pin Context. This prevents the context from closing when leaving a form.
-  Close the Context

Form Search:

There are two ways to get to the form, or screen, that you need.

1. Search for the form
2. Use the Navigate button

Search for the Form:

To search for the form, click on the *form* icon and then type in the name of the form or the mnemonic for the form (if known). You can even type in part of the name and Colleague will show you forms that you have access to that contains that name.



Use the Navigate Button:

Using the Navigate button will let you see the different applications within Colleague as well as see all of the different mnemonics that are assigned to you. If there are no mnemonics shown under specific applications, this means that you have not been given access to any screens associated with that application.



Once you've found the mnemonic that you are searching for, you will need to double click on it to open and use it. Some screens may ask you for additional information to be able to show you what you're wanting to see or do.

Forms

There are different types of forms that perform different functions. The forms that you are able to access is determined by whether you've been granted access to Colleague, your job, and assigned security class(es). Not every employee is granted access to Colleague.

Lookup Fields:

There are some fields that will allow you to lookup the type of information that it needs by using a wildcard. In Colleague, the lookup wildcard is three periods in a row, "...". and the fields that allow the use of this wildcard will have an icon in the right most area of the input box with "...". You will need to type in "... (without the quotes) to perform a lookup.

Multi-value Fields:

There are fields that may contain more than one value, but only displays one value at a time. When you click inside these fields, you will be able to scroll through the pages to view the different information. There is a scroll feature near the top of the page that allows you to do this, as seen below.

Menu Items

The menu layout is a little different than most other programs. The menu is on the left side of the screen and consists of the items listed below.



that you are on and what kind of information is needed for each field

-  This is another section of the page where you can access the logout button
-  This allows you to print the form and active context card
- The zoom slider allows you to make the form, within the Colleague window, larger or smaller. It does not adjust the screen larger or smaller, just the form.

-  This is where all of your favorites are stored
-  This is where the help menu is. This will help you to understand the form

Colors:

MIS suggests that you change the color of the Test and Test2 environment, if you have access to them, to help remind you which environment that you are in.

There is a limited amount of color options to choose from. This will only change the primary color of the menu (what you see at the top of the screen). The default color is set to Gold.

To change the primary color, click the gear at the top right of the screen and then click on Preferences.

