



This guide provides you customized CSUF features available in CMS HCM 8.9.

<p><b>Step 1:</b></p> <p>Log in to the campus portal using your campus username and password.</p> <p>(See “Accessing/Logging into Portal” Guide)</p>	
<p><b>Step 2:</b></p> <p>Choose the CMS module you would like to access.</p> <p>Click <b>CMS HR</b></p> <p>(See “Add CMS HR Tab to Portal Page” guide if you do not have the CMS HR/Finance tabs)</p>	
<p><b>Step 3:</b></p> <p>The CMS portal page will appear. Click <b>CMS HR</b> to access CMS HCM.</p>	
<p>The CMS page will open in a new window.</p> <p>All available functionality will be listed under <b>Menu</b>.</p>	

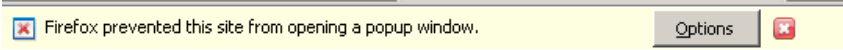

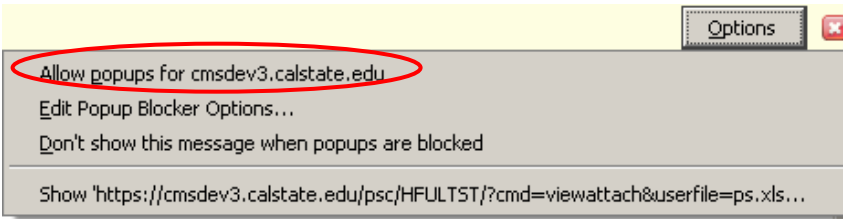


<p>All customized HR functionality is listed under <b>CSUF HR</b>.</p> <p>Click <b>CSUF HR</b> to expand menu options.</p> <p>You have the option to navigate from either the list on the left or the folders on the right.</p> <p><b>Note:</b> If you use the folders for navigation the list on the left may become out of sync.</p>	
<p>To maximize the data displayed, you can minimize the menu clicking </p>	
<p>If you need to maximize the menu, click  to return to the menu list.</p>	
<p>You may also click <b>Home</b> to return to the main screen.</p>	



<p><b>Queries:</b></p> <p>All queries are located under located under “My Queries.”</p> <ul style="list-style-type: none"> <li>- Click <b>CSUF HR</b>.</li> <li>- Then, click - <b>My Queries</b>.</li> </ul>	<p>The screenshot shows the PeopleSoft interface. On the left is a 'Menu' tree with 'CSUF HR' expanded to show 'Inquire' options: Faculty Job Roster, Staff and Mgmt Job Roster, Student Worker Job Roster, CMS CWID Search, and My Queries. On the right is the 'Inquire' page with buttons for Faculty Job Roster, Staff and Mgmt Job Roster, CMS CWID Search, and My Queries.</p>																																
<p>All queries you have access to will appear under “My Queries.”</p> <p>Throughout the CMS application are icons indicating that information can be downloaded into Excel.</p> <p>Hold ‘CTRL’ then click to download the information.</p>	<p><b>My Queries</b></p> <p>Select the hyperlink to run a query. Some queries may take up to 3 minutes to return data.</p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Student Alpha (enter A or T)</a></td> <td>Active &amp; Terminated Students (includes 1870, 1871, 1872, 1874)</td> </tr> <tr> <td><a href="#">Student Alpha - All Students</a></td> <td>All Students sorted by Status (includes 1870, 1871, 1872, 1874)</td> </tr> </tbody> </table>	Query		<a href="#">Student Alpha (enter A or T)</a>	Active & Terminated Students (includes 1870, 1871, 1872, 1874)	<a href="#">Student Alpha - All Students</a>	All Students sorted by Status (includes 1870, 1871, 1872, 1874)																										
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<p><b>Reports:</b></p> <p>All reports are located in “Report Manager”.</p> <p>To view your report, simply click the report name hyperlink.</p>	<p>The screenshot shows the 'Administration' section of PeopleSoft. It includes a 'View Reports For' section with fields for User ID (lledyard_sw), Type, Last (30 Days), Status, Folder, Instance, and a Refresh button. Below is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The 'Description' column contains 'FULLA004', 'FULLA003', and 'FULLA004'. The first 'FULLA004' entry is circled in red.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>3795</td> <td>5825</td> <td>FULLA004</td> <td>02/13/2007 10:16:46AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3785</td> <td>5815</td> <td>FULLA003</td> <td>02/08/2007 10:16:03AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3716</td> <td>5746</td> <td>FULLA004</td> <td>02/01/2007 11:15:27AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	3795	5825	FULLA004	02/13/2007 10:16:46AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<input type="checkbox"/>	3785	5815	FULLA003	02/08/2007 10:16:03AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<input type="checkbox"/>	3716	5746	FULLA004	02/01/2007 11:15:27AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
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<p>If you have pop-up blockers turned on, you will receive a pop-up blocker message. Different internet browsers display different messages but they all say pop-up blocker.</p>	 <p>A screenshot of a Firefox browser window showing a yellow notification bar at the top. The message reads: "Firefox prevented this site from opening a popup window." To the right of the message is a button labeled "Options" and a red close button (X).</p>
<p>Click on the tool bar and select "Always allow popups for cmsdev3.calstate.edu"</p> <p>Now click the Excel grid icon  again and your data will open in an Excel file.</p> <p><b>Note:</b> The Excel grid icon is available on various CMS pages. You should utilize this tool when you need data in an Excel file.</p>	 <p>A screenshot of the Firefox popup blocker options menu. The menu is displayed over a yellow notification bar. The first option, "Allow popups for cmsdev3.calstate.edu", is circled in red. Other options include "Edit Popup Blocker Options...", "Don't show this message when popups are blocked", and "Show 'https://cmsdev3.calstate.edu/psc/HFULTST/?cmd=viewattach&amp;userfile=ps.xls...'".</p>