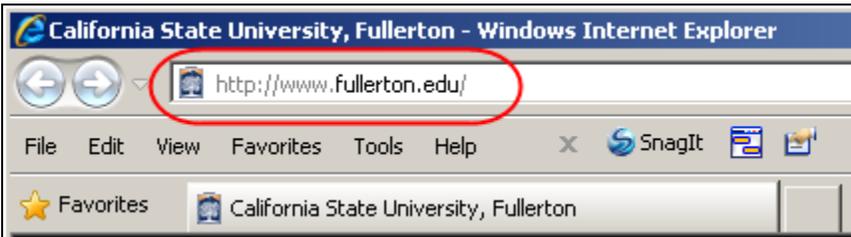
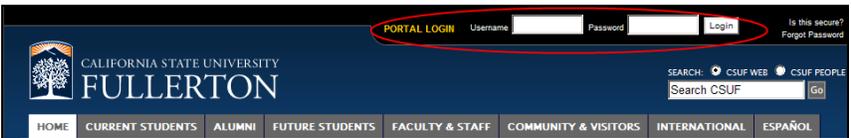
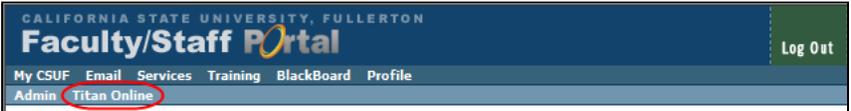
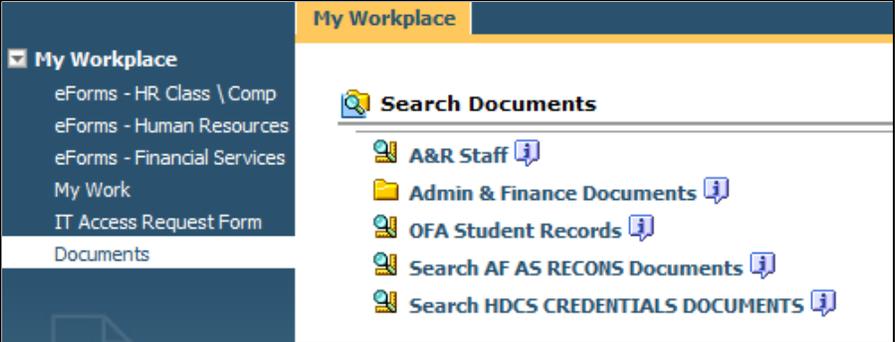
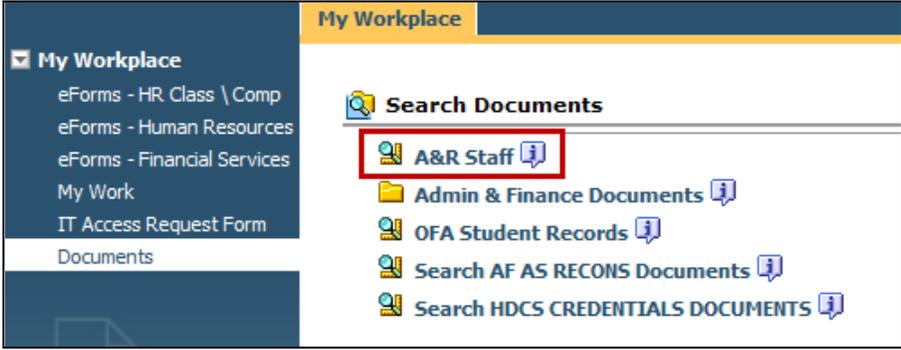
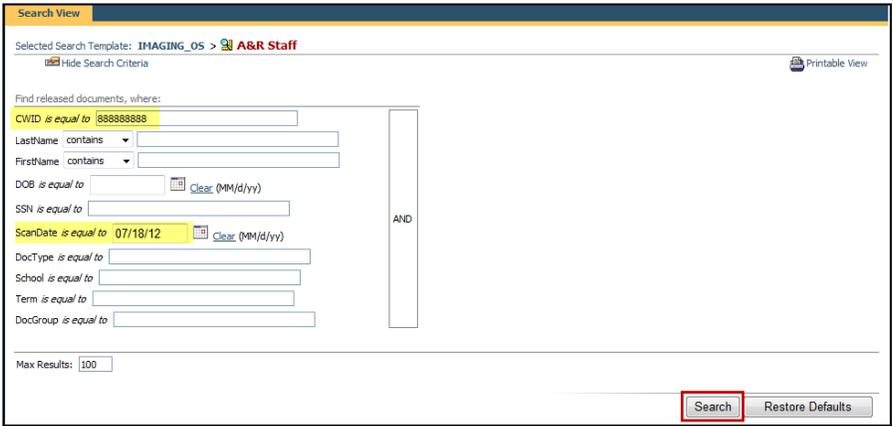
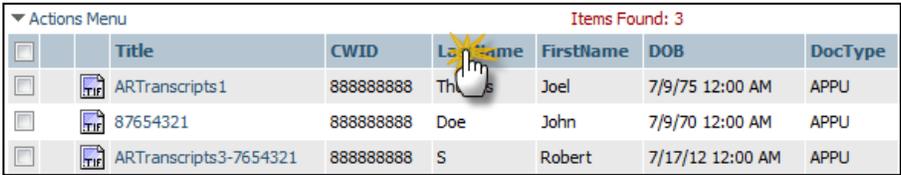
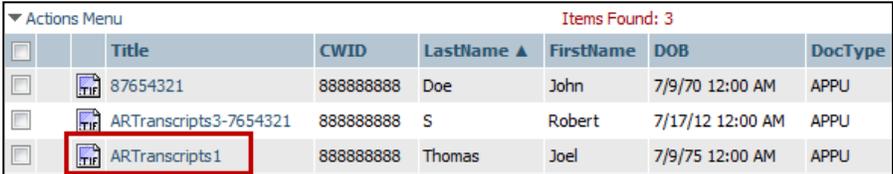


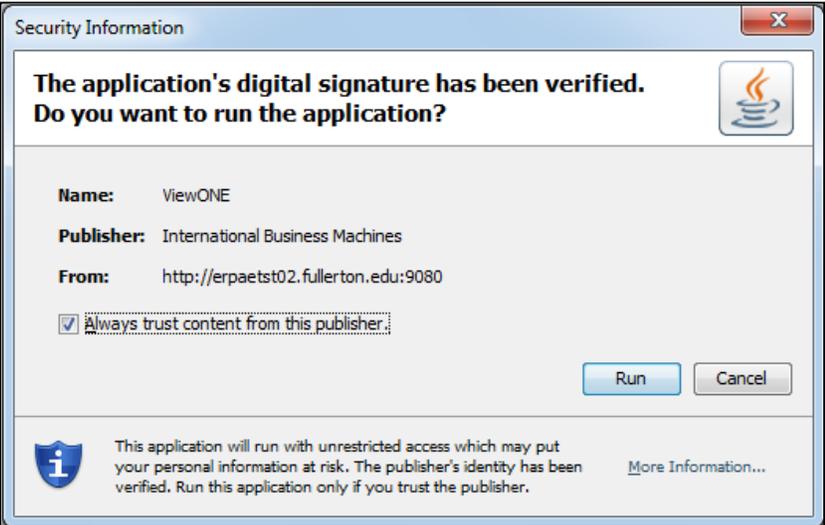
Contents

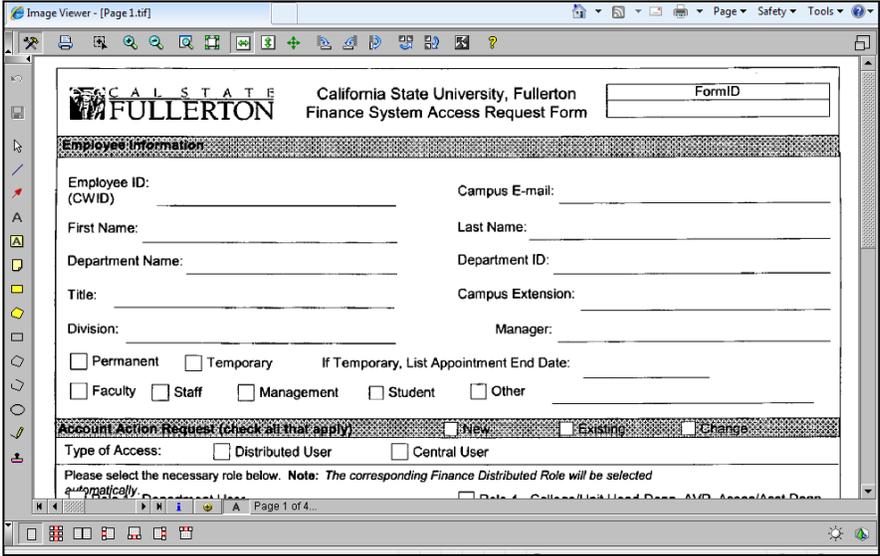
| | |
|--------------------------------------|---|
| How to Access FileNet Documents..... | 1 |
| Basic Document Search Features..... | 3 |
| Basic Document Tools..... | 6 |
| Moving the eContent Panel..... | 7 |

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|---|--|
| <p>How to Access FileNet Documents</p> <p>Step 1: Launch Internet Explorer or Safari from your desktop.</p> |  |
| <p>Step 2: Your home page opens. If your home page is not the CSUF website, type www.fullerton.edu in the address bar and press Enter on your keyboard.</p> |  |
| <p>Step 3: Under Portal Login, enter your campus username and password. Click the Login button.</p> |  |
| <p>Step 4: Click on the Titan Online tab.</p> |  |

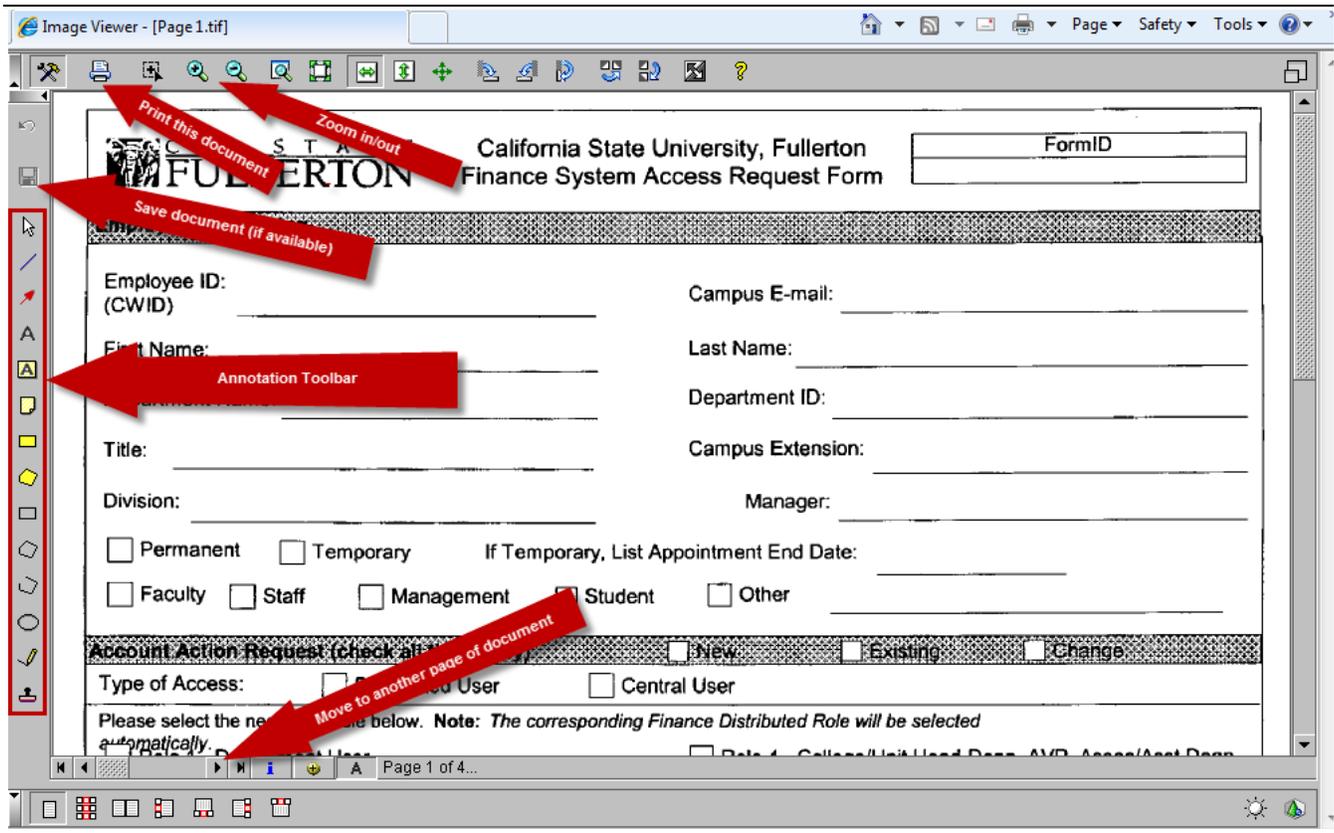
| Processing Steps | Screen Shots |
|---|--|
| <p>Step 5: Click on My Workplace in the eContent panel.</p> <p> To find out how to make the eContent panel more easily accessible, view the next section in this guide: Moving the eContent Panel.</p> |  <p>eContent</p> <p>My Workplace my workplace provides access to Electronic Forms, Workflow Processes, and Reports for Finance, Human Resources, and Student Administration.</p> <p>Training Resources</p> <ul style="list-style-type: none"> eForms - FAQ eForm General Training Guide eForm Payroll Training Guide eForm Benefits Training Guide eForm Evaluations Guide eForm Sharing an eForm Guide |
| <p>Step 6: Click on Documents.</p> |  <p>CALIFORNIA STATE UNIVERSITY, FULLERTON cmstraining3 Wednesday, July 25, 2012</p> <p>My Workplace</p> <ul style="list-style-type: none"> eForms - HR Class \ Comp eForms - Human Resources eForms - Financial Services My Work IT Access Request Form Documents |
| <p>Step 7: You are now able to see all of the different document searches that are available to you.</p> |  <p>My Workplace</p> <p>Search Documents</p> <ul style="list-style-type: none"> A&R Staff Admin & Finance Documents OFA Student Records Search AF AS RECONS Documents Search HDCS CREDENTIALS DOCUMENTS |

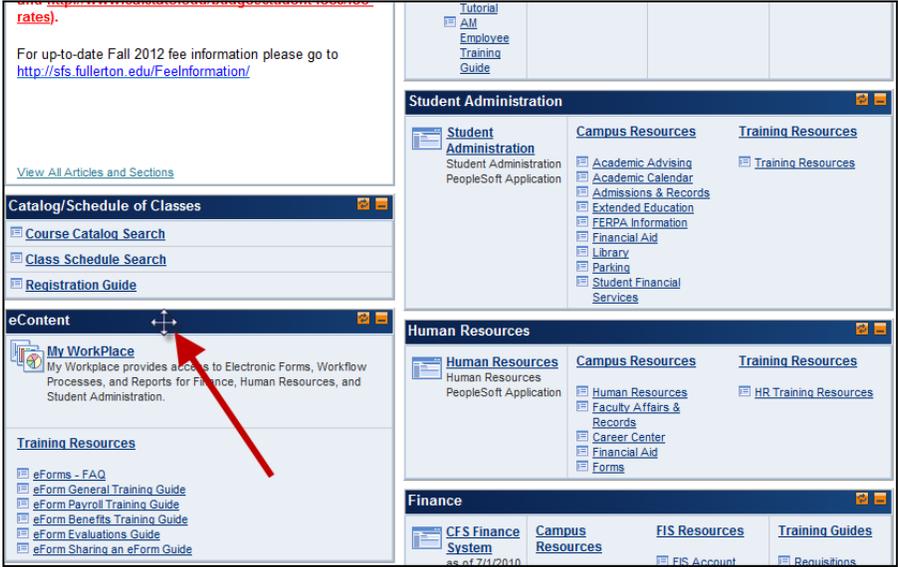
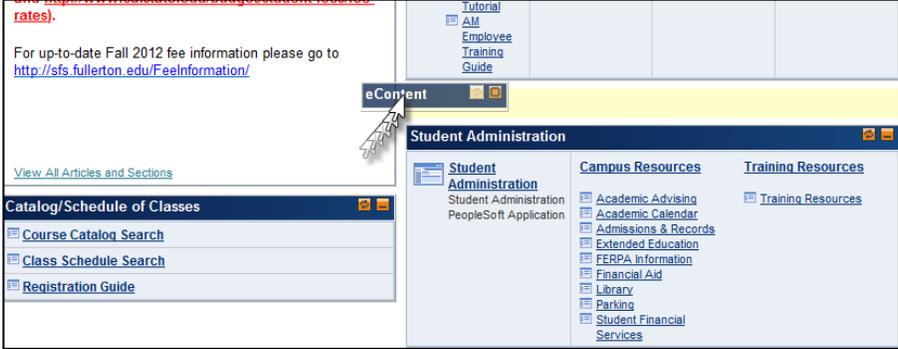
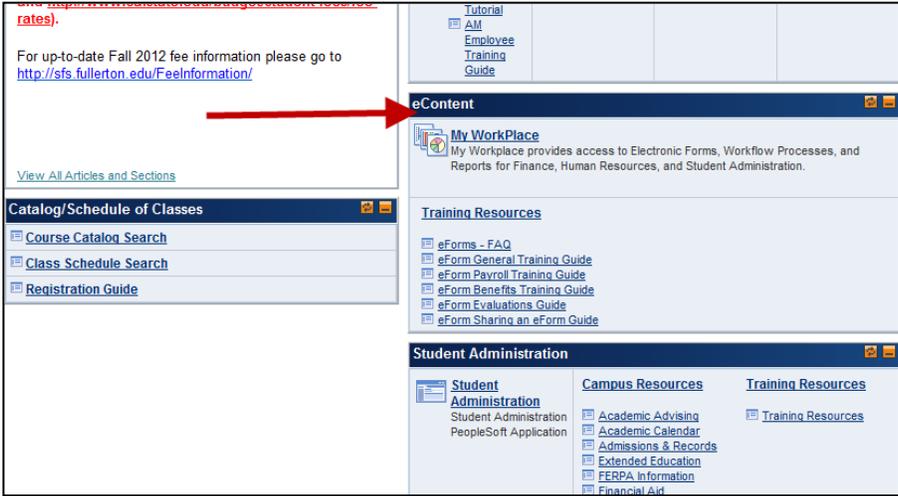
| Processing Steps | Screen Shots | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------|-----------|------------------|-----------|--------|---------|------------------|------------------|----------|-------------|----------|----------------|-----------|--------|------|-----------------|------|--|--|------------------|------------------|---------|----------|-----------|-----|------|-----------------|------|--|--|------------------|------------------|---------|------------------------|-----------|---|--------|------------------|------|--|--|------------------|------------------|---------|
| <p>Basic Document Search Features</p> <p>Step 1: Click on the document search you wish to use.</p> <p> Some document searches are filed in folders. Click on the folder to view the available document searches in that folder.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 2: Enter one or more search criteria to locate a specific document.</p> <p>Then click Search.</p> <p> Depending on the type of document you are searching for, the available search fields may be different.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 3: A list of the documents that meet your search criteria appears.</p> |  <table border="1"> <thead> <tr> <th>Title</th> <th>CWID</th> <th>LastName</th> <th>FirstName</th> <th>DOB</th> <th>DocType</th> <th>School</th> <th>Term</th> <th>ScanDate</th> <th>F_ENTRYDATE</th> <th>DocGroup</th> </tr> </thead> <tbody> <tr> <td>ARTranscripts1</td> <td>888888888</td> <td>Thomas</td> <td>Joel</td> <td>7/9/75 12:00 AM</td> <td>APPU</td> <td></td> <td></td> <td>7/18/12 12:00 AM</td> <td>7/18/12 12:00 AM</td> <td>AR_ONLY</td> </tr> <tr> <td>87654321</td> <td>888888888</td> <td>Doe</td> <td>John</td> <td>7/9/70 12:00 AM</td> <td>APPU</td> <td></td> <td></td> <td>7/18/12 12:00 AM</td> <td>7/17/12 12:00 AM</td> <td>AR_ONLY</td> </tr> <tr> <td>ARTranscripts3-7654321</td> <td>888888888</td> <td>S</td> <td>Robert</td> <td>7/17/12 12:00 AM</td> <td>APPU</td> <td></td> <td></td> <td>7/18/12 12:00 AM</td> <td>7/18/12 12:00 AM</td> <td>AR_ONLY</td> </tr> </tbody> </table> | Title | CWID | LastName | FirstName | DOB | DocType | School | Term | ScanDate | F_ENTRYDATE | DocGroup | ARTranscripts1 | 888888888 | Thomas | Joel | 7/9/75 12:00 AM | APPU | | | 7/18/12 12:00 AM | 7/18/12 12:00 AM | AR_ONLY | 87654321 | 888888888 | Doe | John | 7/9/70 12:00 AM | APPU | | | 7/18/12 12:00 AM | 7/17/12 12:00 AM | AR_ONLY | ARTranscripts3-7654321 | 888888888 | S | Robert | 7/17/12 12:00 AM | APPU | | | 7/18/12 12:00 AM | 7/18/12 12:00 AM | AR_ONLY |
| Title | CWID | LastName | FirstName | DOB | DocType | School | Term | ScanDate | F_ENTRYDATE | DocGroup | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ARTranscripts1 | 888888888 | Thomas | Joel | 7/9/75 12:00 AM | APPU | | | 7/18/12 12:00 AM | 7/18/12 12:00 AM | AR_ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ARTranscripts3-7654321 | 888888888 | S | Robert | 7/17/12 12:00 AM | APPU | | | 7/18/12 12:00 AM | 7/18/12 12:00 AM | AR_ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 3a: To sort your search results by a column, click on the column header.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 4: Click on a document title to open it.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Processing Steps | Screen Shots |
|---|--|
| <p>Step 4a: It may take a few moments to open the document. You may see a Java progress indicator as the system processes your request.</p> |  |
| <p>Step 4b: PC users may see this security information notification.</p> <p>Place a check mark next to Always trust content from this publisher.</p> <p>Then click Run.</p> |  |
| <p>Step 4c: Macintosh users may see this security information notification.</p> <p>Place a check mark next to Allow all applets from "erpaetprd.fullerton.edu" with this signature.</p> <p>Then click Allow.</p> |  |

| Processing Steps | Screen Shots | | | | | | | | | | |
|---|--|------------|----------------|-----------------------|--|------------------------------------|--|---------------|---|-------------|--|
| <p>Step 5: The document opens in a new window.</p> |  | | | | | | | | | | |
| <p>Step 5a: Documents scanned in 2004 or before may not load in this view. An error message will indicate that getting the document content failed.</p> <p>To request the load of old documents, please contact your department's contact person listed in the table on the right.</p> |  <table border="1" data-bbox="570 1157 1463 1566"> <thead> <tr> <th>Department</th> <th>Contact person</th> </tr> </thead> <tbody> <tr> <td>Admission and Records</td> <td>Maria Mezhinsky (mmezhinsky@fullerton.edu) & Joe Hackbarth (jhackbarth@fullerton.edu)</td> </tr> <tr> <td>Div. of Administration and Finance</td> <td>Barbara Scarpa (bscarpa@fullerton.edu)</td> </tr> <tr> <td>Financial Aid</td> <td>Wayne Goodwin (wgoodwin@fullerton.edu)</td> </tr> <tr> <td>Credentials</td> <td>Kristy Mata (kmata@fullerton.edu)</td> </tr> </tbody> </table> | Department | Contact person | Admission and Records | Maria Mezhinsky (mmezhinsky@fullerton.edu) & Joe Hackbarth (jhackbarth@fullerton.edu) | Div. of Administration and Finance | Barbara Scarpa (bscarpa@fullerton.edu) | Financial Aid | Wayne Goodwin (wgoodwin@fullerton.edu) | Credentials | Kristy Mata (kmata@fullerton.edu) |
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| Credentials | Kristy Mata (kmata@fullerton.edu) | | | | | | | | | | |

Basic Document Tools



| Processing Steps | Screen Shots |
|---|--|
| <p>Moving the eContent Panel</p> <p>Depending on your Titan Online access, the eContent panel may be located at the bottom of the screen. You can move this panel to a different location on your Titan Online page to make it easier to access.</p> <p>Step 1: On the Titan Online page, hover over the eContent title bar. Your mouse cursor will change to a four-way navigation icon ().</p> |  |
| <p>Step 2: Click on the eContent title bar and drag it to the location where you want it to be.</p> <p>In the example at right, the eContent panel is being dragged above the Student Administration panel.</p> |  |
| <p>Step 3: The eContent panel has now been moved.</p> <p> You can “drag and drop” any panel on the Titan Online page with the exception of System Messages, Employee Self Service, and Manager Self Service.</p> |  |

