

# ***Navigation***

## **Chapter 1**

# Navigation

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## Section Objectives

At the end of this section, you should be able to:

- Log in to PRISM
- Navigate the PRISM Home Page
- Choose a Responsibility
- Access PRISM TRKS
- Understand the danger of using the browser *Back* and *Forward* buttons

## Logging On to PRISM

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Insert instructions to get to PRISM TRKS

# PRISM Home Page

After successfully logging in, the *PRISM Home Page* will be displayed.

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Logout Preferences Help

Logged In As SPVB11

**Worklist** **Favorites**

From	Subject	Sent
There are no notifications in this view.		

Full List Edit Favorites

ⓘ TIP Vacation Rules - Redirect or auto-respond to notifications.  
ⓘ TIP Worklist Access - Specify which users can view and act upon your notifications.

**Navigator** Edit Navigator

PRISM TRKS Supervisor Please select a responsibility.  
PRISM TRKS Time

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- The *Worklist* area will be empty the first time you log in to PRISM.
- Once you take action or are required to take action on a *Timecard*, notifications will be displayed in the *Worklist* area.
- All PRISM notifications appear in the *Worklist*, not just *Timecard* notifications. If you use the PRISM Purchasing or Expense Report applications, those notifications will appear in the same area.
- At the bottom of the *Worklist* area are the links to create Vacation Rules and backup approvers.
- Working with the *Worklist* is covered in detail in a later chapter.
- The *Favorites* area will be empty until a *Favorites* list is created. Creating a *Favorites* list is not that useful for PRISM TRKS because there are so few menu options.
- Your *PRISM Responsibilities* will be listed in the left-hand column in the *Navigator* area. If you have access to other PRISM applications such as On-line Benefits, Purchasing, General Ledger, etc. those responsibilities will also be in this list.

# PRISM Home Page

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Logged In As: SPVB11

Worklist Full List

From Subject Sent

There are no notifications in this view.

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

Favorites Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Navigator Edit Navigator

PRISM TRKS Supervisor

PRISM TRKS Time

PRISM TRKS Supervisor

- All Actions
- Manager Actions
- Time Entry
- Change Manager
- Mass Time Card Approvals
- Non-Exempt Account Distribution
- Missing Timecard Information
- Time Off Balance

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- When you click on a *Responsibility*, additional navigation options are displayed to the right.
- Select one of the additional navigation options to launch the on-line forms.
- The details of each navigation option will be covered in later chapters.
- Use the *Logout* link to exit the PRISM system.

# Accessing PRISM TRKS

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Logged In As SPVB11

**Worklist** Full List

From Subject Sent

There are no notifications in this view.

☑ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

☑ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator** Edit Navigator

PRISM TRKS Supervisor

PRISM TRKS Time

Time

Time Entry

**Favorites** Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

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- PRISM TRKS *Timecards* are accessed through the *Time Entry* navigator option of the *PRISM TRKS Time Responsibility*.

PRISM TRKS Time

Time Record Keeping System

Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Recent Timecards: Student11, Supervisor B CRP2, 123613

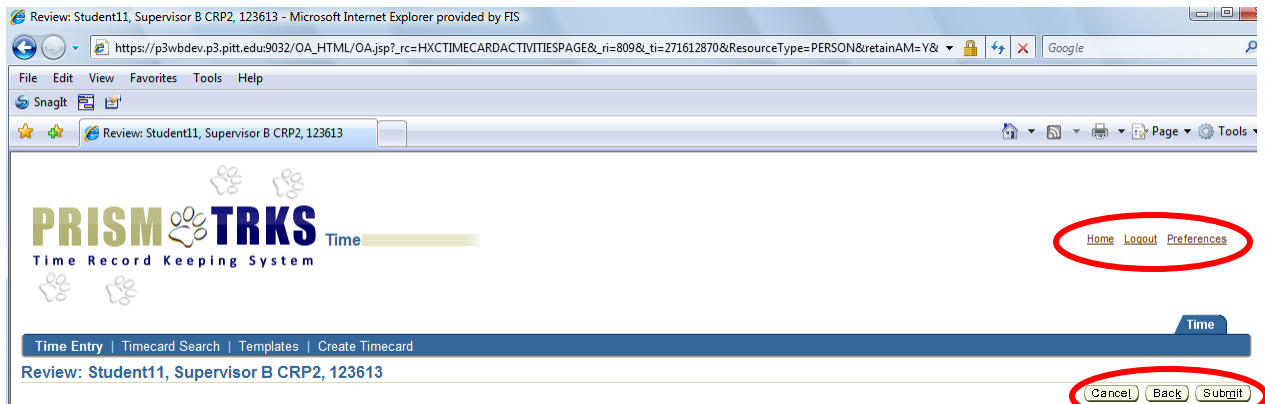
Create Timecard

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
No results found.							

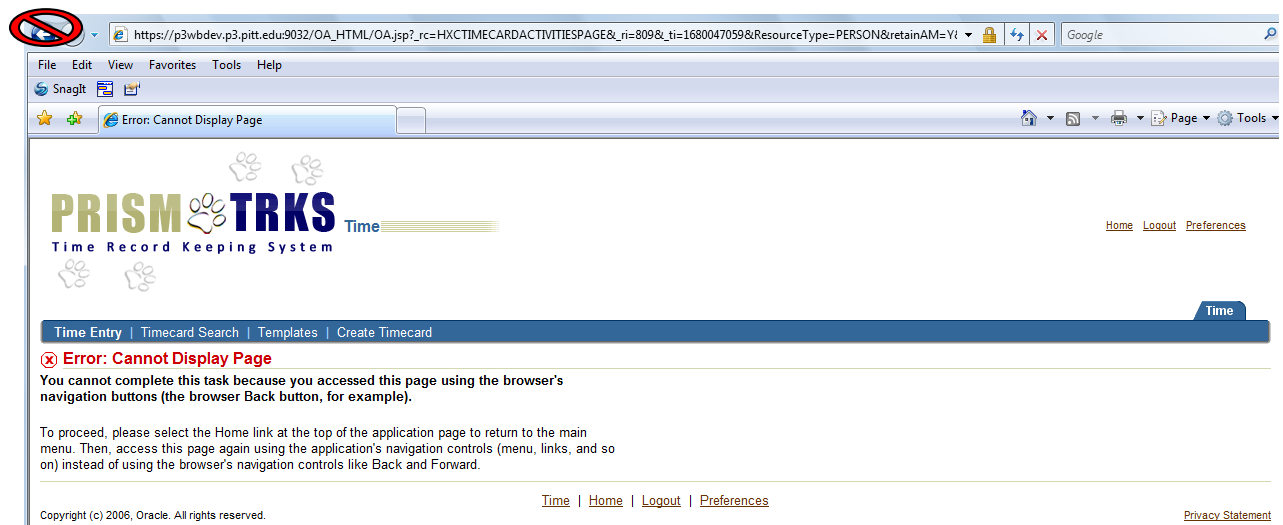
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- The first PRISM TRKS page is the *Recent Timecards* page. This page will be empty the first time you log in.
- As timecards are created, they will be displayed on this page.
- The *Create Timecard* button opens the on-line timecard.
- The *Home* link in the top right corner will take you back to the *PRISM Home Page*.
- Use the *Logout* link to exit the PRISM system.

# Accessing PRISM TRKS



- When navigating around the PRISM TRKS *Timecard*, it is important to use the links and buttons provided.



- DO NOT use the browser *Back* or *Forward* buttons. This could disconnect your session and you could lose unsaved data.
- Using the browser *Back* or *Forward* buttons could produce the above error message.

## Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at <http://www.bc.pitt.edu/policies/>.

## Lab 1: Navigation

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1. Login in to PRISM TRKS as Supervisor B
  - Username – spvbx
  - Password – oracle50
2. Choose the *PRISM TRKS Supervisor* responsibility
3. Check the Vacation Balance for Employee A (Time-Off Balance)



# Lab 1 Solutions: Navigation

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Login

Username

Password

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- Login to PRISM TRKS

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Logged In As SPVB22

**Worklist**

From	Subject	Sent
There are no notifications in this view.		
<a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications. <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.		

**Navigator**

<ul style="list-style-type: none"> <li>PRISM TRKS Supervisor</li> <li>PRISM TRKS Time</li> </ul>	<ul style="list-style-type: none"> <li>PRISM TRKS Supervisor</li> <li>All Actions</li> <li>Manager Actions</li> <li>Time Entry</li> <li>Change Manager</li> <li>Mass Time Card Approvals</li> <li>Non-Exempt Account Distribution</li> <li>Missing Timecard Information</li> <li>Time Off Balance</li> </ul>
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- Choose the *PRISM TRKS Supervisor* responsibility
- Click on the *Time Off Balance* link

University of Pittsburgh **PRISM TRKS** [Home Help](#)

Direct Reports  Full Reporting Hierarchy

As of: 20-OCT-2009  
(\*) Sortable Columns

Employee*	Emp #	Supervisor*	Vacation Balance	Vacation Accrual Rate	Sick Balance	Sick Accrual Rate	Next Accrual Date	Personal Day Balance	Comp Time Balance
Student22, Employee Z	123564	Student22, Supervisor B	56.25	6.25	67.5	7.5	31-OCT-2009	15	0
Student22, Employee A	123984	Student22, Supervisor B	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student22, Employee B	124044	Student22, Supervisor B	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student22, Employee F	124284	Student22, Supervisor B	60	6.667	72	8	31-OCT-2009	16	

- Review the Vacation balance for Employee A
- Click the *Home* link to return to the *PRISM Home Page*