Navigation

Chapter 1
Navigation

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

Insert instructions to get to PRISM TRKS
PRISM Home Page

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

- 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.
• 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

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

  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

1. Login in to PRISM TRKS as Supervisor B
   - Username – spvbxx
   - Password – oracle50

2. Choose the *PRISM TRKS Supervisor* responsibility

3. Check the Vacation Balance for Employee A (Time-Off Balance)
Lab 1 Solutions: Navigation

- Login to PRISM TRKS
- Choose the PRISM TRKS Supervisor responsibility
- Click on the Time Off Balance link
- Review the Vacation balance for Employee A
- Click the Home link to return to the PRISM Home Page