

Datatel Web User Interface

Software: Colleague/Benefactor

Platform: Mac/Win

Overview

WebUI (User Interface) allows you to access Colleague and Benefactor data stored on the server via your Web browser. WebUI is only available when you are on campus.

For Macintosh users this will replace VersaTerm. You should use the Safari Web browser on your new OS X computer. Windows users should use Internet Explorer.

Before You Get Started

The first time you access Colleague or Benefactor via the website you may receive a request for Certificate Verification. Select Trust, Run or OK to access the login screen.

For best viewing, set your display to 1280x960 or higher. If you are having trouble viewing any of the forms (aka "screens") please contact the Help Desk (x7225) for assistance in adjusting your display resolution.

You **CANNOT** use the back button on your browser; you must use **CANCEL** or **CANCEL ALL** from the Colleague/Benefactor toolbar. If you have been using the Graphical Interface (aka GUI) keyboard shortcut keys you can continue to use them with the WebUI.

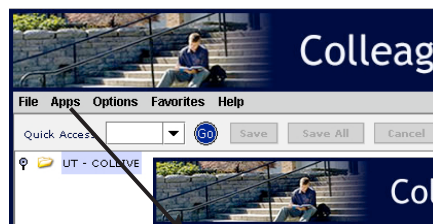
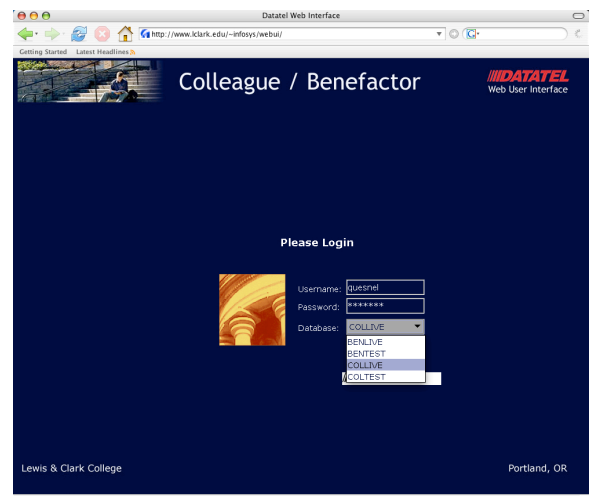
If you receive the warning "Your scripts are out date and must be refreshed." Click OK. This process may take a few minutes but must be completed before you can access Colleague or Benefactor.

Getting Started

Open your Web browser (Safari or Internet Explorer) and type the URL www.lclark.edu/~infosys/webui in the address box. (Don't forget to bookmark this page!)

Click in the Username space (you may not be able to see the cursor) and begin typing.

Once you type your username, the database options will be available to you. Select the database you want to use and it will default in the next time you log in.



The first time you log in, you will probably see only the UT application. Select your application from the Apps menu.

