GETTING THE MOST OUT OF MINI MANUALS

NOTE: This document is designed to use online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If there are questions about information in this mini manual, or if after reading the entire manual the information need cannot be found, please e-mail psguides@uvm.edu.

TABLE OF CONTENTS GUIDE
(Click on topic headings to jump to specific section.
Use Ctrl+Home to come back to Table of Contents)

The Move from Step-by-Step Guides to Mini Manuals ..................................................2
  Background .........................................................................................................................2
  Basic Tips for Using Mini Manuals ..................................................................................2
  Returning to the Table of Contents ..................................................................................3
  Toggling Between Open Windows (PC & Macs) ...............................................................3
  Setting Email Defaults ......................................................................................................3

Frequently Asked Questions ............................................................................................3
  How do I send a request for adding information to a particular mini manual? ..............3
  I am getting Security Warning pop-ups in Internet Explorer when trying to open a link in a mini manual. Can you help? ........................................................................................................3
  What if I can’t find the mini manual I need to do my work? .............................................4

Helpful Links ....................................................................................................................4
  Relevant UVM Departments ..............................................................................................4
The Move from Step-by-Step Guides to Mini Manuals

Background

In response to multiple conversations with various campus groups and feedback from individuals, HRS Learning Services has combined over 200 individual step-by-step guides into fewer than 40 comprehensive mini manuals. These mini manuals make information easy to find by organizing mini processes together to present a complete picture of the overall process in one document.

All of the information previously available has been retained. We have updated and re-organized the information into four sections:

- **Human Resources**: Processes related to the HR PeopleSoft function.
- **Financials**: Processes related to the Financials PeopleSoft function.
- **EPM/Budgeting**: Processes related to PeopleSoft Budgeting function.
- **Other**: Contains reference documents, spreadsheets and information pertaining to both Financials and Human Resources PeopleSoft functions.

Please feel free to contact us at psguides@uvm.edu if users are having trouble finding something.

Basic Tips for Using Mini Manuals

- Mini manuals are intended as an online resource and not as a printed manual. Because mini manuals can be over 60 pages in length, we recommend not printing them in order to save resources.
- Hyperlinks in the Table of Contents and throughout the mini manual allow for ease of use and link to other sections, other mini manuals or to specific sections of the UVM website. Click a link and go directly to the content.
- Frequently Asked Questions (FAQs) have been added at the end of each mini manual.
- Email links open a new email message ready for you to add a subject line and email message.
Mini-Manual

Returning to the Table of Contents

Use the Ctrl and Home keyboard combination to jump back to the table of contents in any mini manual.

Toggling Between Open Windows (PC & Macs)

When working with various applications that are open, you may need a quick way to move back and forth between them.

To switch back and forth between open applications and windows follow the instructions below:

1. Hold down the Alt key on the keyboard while tapping the Tab key until the desired window or application is selected.

2. Once the appropriate window is selected, let go of both keys. This takes some practice, but when this keyboard combination is learned it will be a helpful time saver.

NOTE: On Macs, the keyboard combination is the Command key and the Tab key.

Setting Email Defaults

Mini manual email links open the default email client on a user’s computer. To facilitate this process, be sure to set up a specific email client as the default messaging program on the computer. With the various programs and operating systems used on campus, it is most helpful to contact your designated IT professional for assistance in setting email defaults.

Frequently Asked Questions

How do I send a request for adding information to a particular mini manual?

At the beginning and end of every mini manual is an email link to psguides@uvm.edu. This automatically opens a new email message. Please make sure you put the name of the mini manual in the Subject line so we can easily route the email to the appropriate individual.

I am getting Security Warning pop-ups in Internet Explorer when trying to open a link in a mini manual. Can you help?

If you receive a pop-up warning message when attempting to open a link, refer to the Browser Tips mini manual for more information. If the problem is still not resolved, please send an email to psguides@uvm.edu.
What if I can’t find the mini manual I need to do my work?

The PeopleSoft Mini Manuals are organized under the sections: Human Resources, Financials, Budgeting (EPM) and Other. Look through these sections to find the information needed. See the Background section of this document for more information.

Helpful Links

- Individual Learning Opportunity (Open Lab)
- PeopleSoft Mini Manuals

Relevant UVM Departments

- HRS Learning Services
- Information Technology @ UVM (ETS)

Suggestions? Updates? Please send an e-mail to psguides@uvm.edu

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