

WHAT ARE SOME KEYBOARD SHORTCUTS?

Move to the next field.....	TAB
Person Lookup.....	F7
Group Lookup	F8

WHAT ARE SOME POWERFUL USES OF INFOMAN I SHOULD KNOW?

- You can use InfoMan to query (lookup). Queries can be as generic or as specific as you wish. Type desired information in appropriate fields and click **Lookup**. (Eg. Caucasian aviation graduates from South Africa.)
- You can use InfoMan to generate letters and envelopes to groups. Request permission from the InfoMan Security Manager.
- You can use InfoMan to manage departmental tasks relating to person and group entries.

For Additional Information

Visit our Web Site at <http://training.bju.edu>

OVERVIEW

InfoMan

InfoMan is BJU's central information manager. This tool supplies BJU with a framework for management of all information regarding people, groups, and campus events; and their interrelationships.

InfoMan is an effective tool, but potential for abuse exists. Do not fall into the frame of mind that easy access to information "cheapens" that information. All records are to be treated in a secure and confidential manner at all times.

Getting Started

WHAT ARE THE USAGE POLICIES?

Information contained in InfoMan is confidential. Person or organization records may only be accessed for **business-related purposes, never for personal use.**

Information contained in a person or organization record may never be **discussed** with anyone whose work responsibilities do not require knowledge of that information.

HOW DO I GET RIGHTS TO INFOMAN?

1. Have your manager go to the BJU intranet site (home.bju.edu) and fill in the Login Request form.
2. Click **Employees|Computers|Information Technologies|IT Forms|Login Request**.
3. Fill out the information required in the red-lettered fields.
4. In the **Network Rights** box, indicate you want **InfoMan**. Click **Submit**.
5. A technician will come to your computer to setup the program and a network administrator will give you appropriate rights to the information you need.

HOW DO I LOGIN TO INFOMAN?

Your login for InfoMan should be identical to your Novell Login. After entering your login and password, the InfoMan program opens up to a blank program window.

HOW IS INFOMAN ORGANIZED?

InfoMan contains detailed records on **Persons** and **Groups** connected with BJU. Double-click the name of any person or group listed anywhere in InfoMan to access additional information.



Person Information

HOW DO I LOOKUP A PERSON?

1. Click the **Open Person** icon. Type into any available field.
2. Click the **Lookup** button. Persons meeting your search criteria appear in the bottom half of the window.
3. Double-click the person who matches your search, or refine your search with more information and click **Lookup** again.

WHAT DO I DO FIND DUPLICATE ENTRIES FOR ONE PERSON?

1. Verify that there are duplicates by checking the entries again.
2. With one of the windows open click **Features|Mark as Duplicate**, and follow the instructions.
3. A message is sent to the InfoMan Security Manager notifying him of the duplication. He merges the entries if he agrees with the marking.

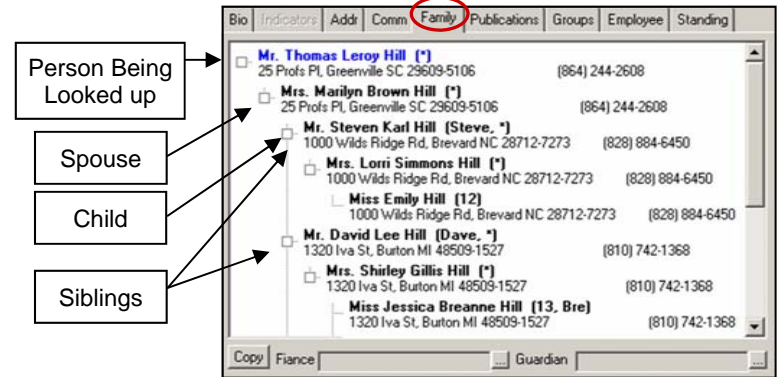
WHAT ARE THE COMPONENTS OF THE PERSON WINDOW?

- **Left and right tabfolders** – The tabs in the tab folders represent categories of information on the person being looked up
- **Checklist and contacts list** – Used by departments who work extensively with InfoMan

HOW DO I USE THE TABS IN THE PERSON WINDOW?

- **Bio Tab** – Basic core information
 - **SEVIS ID** – International student identification number
 - **Preferred Name** – Name preferred instead of the person's first name
 - **Salutations** – Substitute salutations for generated letters
 - **Occupations** – Work place if not a group in our database
- **Indicators Tab** – Specialized information, including file markings and disabilities
- **Address Tab** – The top displays address information for multiple consecutive addresses, and the bottom displays more detailed information for any highlighted address
- **Communication Address Tab** – Fax, telephone, e-mail address, and website information

- **Family Tab** – Family relationships displayed in a hierarchical, graphic layout



One asterisk next to a person's name indicates that he has taken coursework previously from BJU or BJA. Two asterisks indicate that he is currently taking coursework. Asterisks are visible only on the Family Tab.

- **Groups Tab** – Categories relating a person to other people. Details about the relationship are displayed in the bottom half
- **Notes Tab** – Specific, non-categorized information helpful for BJU representatives

HOW CAN I VIEW A PERSON'S FORMER NAMES?

You can view a person's former names while in any tab. Once you have opened a person's record, click **View|View Former Names...**

Group Information

HOW DO I LOOK UP A GROUP?

1. Click the **Open Group** icon. Type information into the available fields.
2. Click the **Lookup** button. Groups meeting your search criteria appear in the bottom half of the window.
3. Double-click the group that matches your search, or refine your search with more information and click **Lookup** again.

WHAT ARE THE TABS IN THE GROUP-LOOKUP WINDOW?

- **Detail** – Basic information, including group size and regular meeting times. Various fields appear depending on the group type selected.
- **Indicators** – Specialized information including file markings and music standards.
- **Relationships** – Displays people related to the group.

Infoman User Tips

HOW DO I MODIFY DEFAULT TABS IN THE TABFOLDERS?

Click **File|Preferences**. Change the entries in the dropdown boxes under **Left Tab** or **Right Tab**.