



 **ctcLink**

PeopleTools 8.61 Upgrade Overview

CONTENTS

- Introduction..... 3
- Homepage Changes 3
 - Using the Homepage 3
- NavBar Display Order 3
 - Approvals NavBar Tile..... 3
 - NavBar Personalization 4
- Changes to Search Functionality 5
 - Global Search..... 5
 - Search Criteria 6
 - Search Results..... 7
 - Known Issues with Search Criteria 7
- Process Monitor Changes 7
 - Process Monitor..... 8
- Distributed User Profile Changes..... 8
 - Account Lock..... 8
- Button Changes 9
 - Yes/No Buttons..... 9
 - Faculty Center - Student Alert Button..... 10
- Yellow Highlights..... 10
 - Menu Trees 10
 - Student Services Center..... 11

Introduction

The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each Image contains bug fixes and features that are important for PeopleSoft to work well. PeopleTools upgrades update the underlying framework of the system. There are minimal changes that are noticeable to the end users. Below is an overview of the changes that you can expect to see as part of this upgrade.

Homepage Changes

Using the Homepage

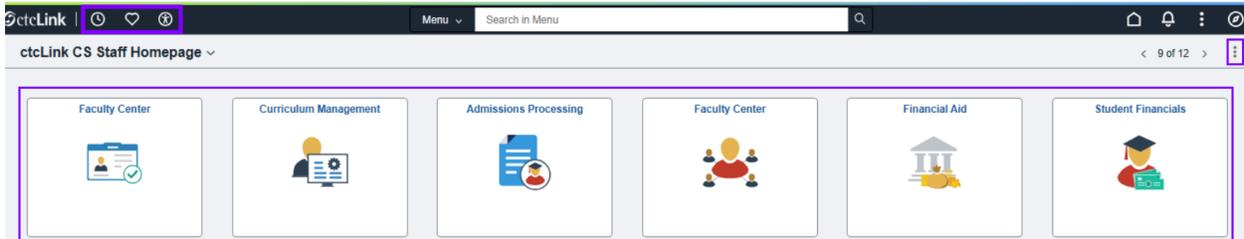
The Quick Access Bar has been moved to the banner on the top left of the page. In addition to your recently visited pages (clock icon) and your favorites (heart icon), the Quick Access Bar now has an accessibility icon that can be selected. After selecting the accessibility icon, users can select from the following options: Enable Screen Reader Mode, Keyboard Shortcuts, and Accessibility Help.

Actions related to Homepages have been split out into a new Homepage Actions button (three dots icon), that displays to the right of the homepage forward and backward buttons. Also, the tile layout may appear different as more tiles can now fit on each row.

Navigation

Homepage on any pillar (Campus Solutions, Financials, or Human Capital Management)

Image: PeopleTools 8.61 Homepage example



NavBar Display Order

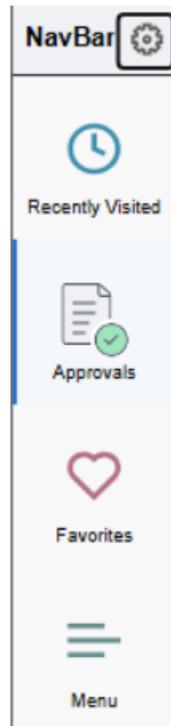
Approvals NavBar Tile

The Approvals NavBar tile appears in a different order for some users. Users can personalize their NavBar tile order (see next section).

Navigation

Select the NavBar (compass icon) at the top right of the screen.

Image: PeopleTools 8.61 NavBar example



NavBar Personalization

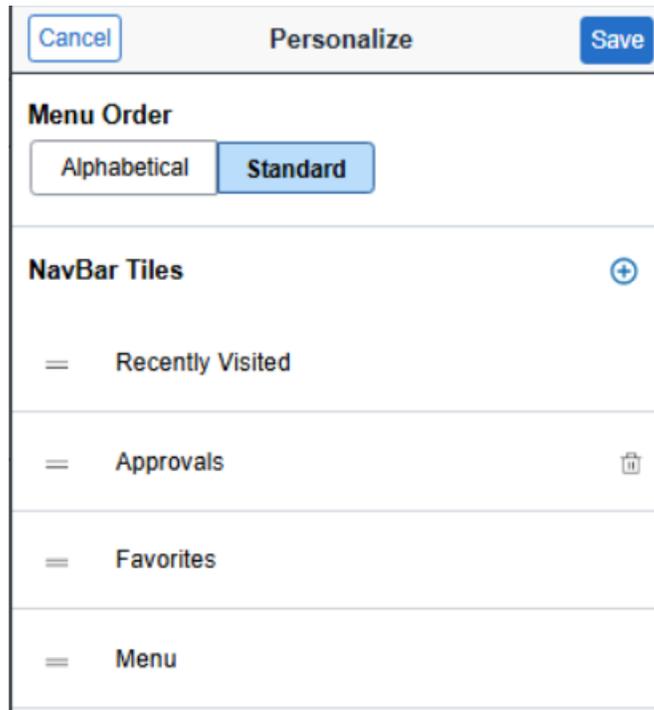
Users can drag and drop their NavBar Tiles to adjust the display order. New tiles can be added and removed.

The global default for the Menu Order will be set as Standard during the PeopleTools 8.61 upgrade. For users who prefer the Alphabetical option, they will need to select this option and then select the Save button.

Navigation

Select the NavBar (compass icon) at the top right of the screen, then select the Personalize NavBar button (gear icon).

Image: Personalize NavBar



Changes to Search Functionality

Global Search

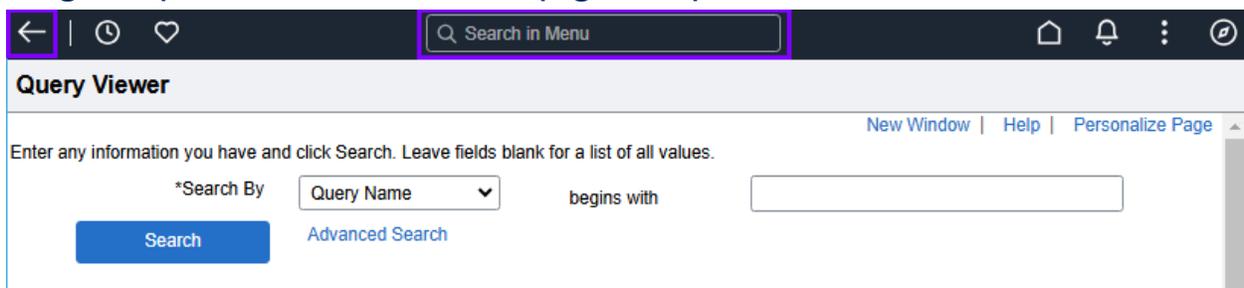
The search bar displays automatically on transactional pages, so users no longer need to first select the magnifying glass icon for it to appear. This will provide a more consistent search experience across transactional pages and homepages.

Also, the back button to access the prior page appears as an arrow pointing to the left.

Navigation

Transactional page on any pillar (Campus Solutions, Financials, or Human Capital Management)

Image: PeopleTools 8.61 transactional page example



Search Criteria

On most search pages, two new options will be available at the top of the page called Recent Searches and Saved Searches. Instead of entering all their search criteria each time they access a page, users can select an option from either dropdown to have those fields automatically filled in. The Recent Searches drop down will automatically display the most recent search criteria that users searched with on this page. Users can select the Save Search button to add their current search criteria to the Saved Searches dropdown for future use. Saved Searches can be named by users, so they are easier to identify. The pencil icon next to both new features allow users to edit what options are listed in their dropdowns.

The 'Find an Existing Value' and 'Add a New Value' tabs have been split into separate pages. An 'Add a New Value' button or 'Find an Existing Value' button will display towards the top right of the page that can be selected to toggle between the two options.

Navigation

Most search pages on any pillar (Campus Solutions, Financials, or Human Capital Management)

Image: PeopleTools 8.61 Find and Existing Value page example

Department

Find an Existing Value

[+ Add a New Value](#)

▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Saved Searches Search

*SetID = WA000

Department begins with 985

Description begins with

^ Show fewer options

Case Sensitive Include History Correct History

Search Clear [Save Search](#)

SBCTC HR
*SetID: WA000, Department: 985

SBCTC
*SetID: WA000

Image: PeopleTools 8.61 Add a New Value page example

Department

Add a New Value

[Find an Existing Value](#)

*SetID

*Department

Add

Search Results

Before a search is made, an image of a person holding a large magnifying glass will appear below the Search Criteria section. After a search is made, text will display that provides a total row count and the parameters that were used. The formatting of how search results display has also been updated so users can now click anywhere in the row of data they wish to select, instead of having to click on the actual values that appeared as blue links.

Navigation

Most search pages on any pillar (Campus Solutions, Financials, or Human Capital Management)

Image: PeopleTools 8.61 image before search results display

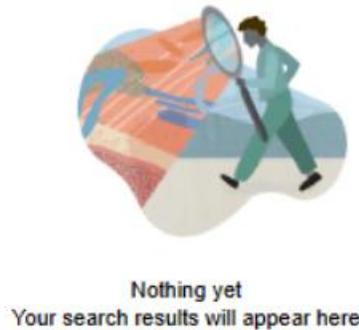


Image: PeopleTools 8.61 Search Results

Search Results

Only the first 300 results of a possible 624 can be displayed. Academic Institution "WA090"

Requirement Group	Effective Date	Academic Institution	Academic Group	Subject Area	Catalog Nbr	Description	
007546	01/01/1901	WA090	AHUM	ASL&	(blank)	ASL& 121 Completion	>

Known Issues with Search Criteria

The new Recent Searches and Saved Searches functionality is not working correctly on all pages. Below are some navigations that Oracle will be fixing in FSCM:

Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify

Employee Self Service > Travel and Expenses > Cash Advances > Create/Modify

Travel and Expenses > Expense Report > Create/Modify

Travel and Expenses > Cash Advance > Create/Modify

Travel and Expenses > Travel Authorization > Create/Modify

Process Monitor Changes

Process Monitor

The 'All' date search option has moved one drop down menu to the left of where it was in PeopleTools 8.59. A new column titled Run Control ID has been added to the Process List. This will allow for quicker identification of processes, since users no longer need to first select the Details link to view the Run Control ID.

Navigation

PeopleTools > Process Scheduler > Process Monitor

Image: PeopleTools 8.61 Process Monitor page

Process Monitor

View Process Requests

User ID: Type: All Days
Server: Name: Range
Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time
<input type="checkbox"/>	191113801		PortalSecuritySync	Application Engine	PORTAL_CSS	JOBS_SEC	03/04/2025 10:41:53AM PST
<input type="checkbox"/>	191113795		UserProfileGeneration	PSJob	JOBS_SEC	JOBS_SEC	03/04/2025 9:46:40AM PST
<input type="checkbox"/>	191113761		JOBS_SEC	PSJob	SF_SEC	JOBS_SEC	03/04/2025 9:35:09AM PST

QRGs

[Process Scheduler/Process Monitor](#)

Distributed User Profile Changes

Account Lock

The 'Account Locked Out?' check box is now labeled 'Is Locked' and has been moved to the bottom of the General tab on the Distributed User Profiles page under a new section titled Account Lock. A new check box titled 'Allow Lock' has been added and will be selected by default. This check box can be ignored since it does not apply to ctcLink. A new field titled 'Lock as of' has been added, which will allow security administrators to set a future effective date for locking a user's account.

Navigation

PeopleTools > Security > User Profiles > Distributed User Profiles

Image: PeopleTools 8.61 Distributed User Profile page

Distributed User Profiles

General | ID | User Roles | Workflow | Audit | Links | User ID Queries

User ID [REDACTED]
Description [REDACTED]

Logon Information

Symbolic ID:

Password Expired?
 Change Password?

User ID Alias:

[Edit Email Addresses](#)

General Attributes

Language: Enable Expert Entry
Currency:

Default Mobile Page:

Permission Lists ?

Navigator Homepage:

Process Profile:

Primary:

Row Security:

Account Lock ?

Allow Lock

Lock as of: Is Locked

QRGs

[Distributed User Profiles](#)

Button Changes

Yes/No Buttons

The functionality remains the same, but the words 'Yes' or 'No' will no longer display on Yes/No buttons.

Image: PeopleTools 8.59 vs 8.61 Yes/No button comparison



Faculty Center - Student Alert Button

The functionality remains the same, but new text titled 'Submit Alert' now displays next to the Submit Alert button.

Navigation

CS: ctcLink Gateway > Faculty Center, Class Roster page

Image: PeopleTools 8.61 Class Roster page under Faculty Center

The screenshot shows the 'Faculty Center' navigation menu on the left with 'Class Roster' selected. The main area displays 'Enrolled Students' with a table containing columns for 'Notify', 'Photo', and 'Submit Alert'. Each row in the table has a 'Submit Alert' button with a document icon, which is highlighted with a purple box.

	Notify	Photo	Submit Alert
1	<input type="checkbox"/>		Submit Alert
2	<input type="checkbox"/>		Submit Alert
3	<input type="checkbox"/>		Submit Alert
4			Submit Alert

QRGs

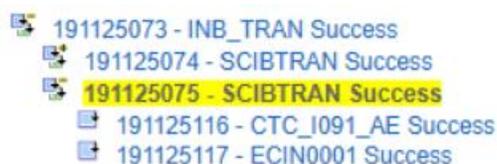
[Submit a Student Alert through Faculty Center](#)

Yellow Highlights

Menu Trees

The selected node on some collapsible menu trees will now appear with a yellow highlight.

Image: Yellow highlight example of a JobSet's Process Detail page



Student Services Center

Under most tabs and sections in the Student Services Center, the first institution listed under each section will always appear with a yellow highlight. The yellow highlight does not move when other rows are selected, which can be misleading for students who have enrolled at multiple institutions.

Navigation

CS: Campus Community > Student Services Center

Image: Yellow highlight example from Student Services Center

- [-] WA030 - Olympic College
 - [-] UGRD - Undergraduate
 - [-] NOAWS - Non-Award Seeking
- [-] WA062 - Seattle Central College
 - [-] CNED - Continuing Education
 - [-] CNTED - Continuing Education
- [-] WA220 - Tacoma CC
 - [-] UGRD - Undergraduate
 - [-] NOAWS - Non-Award Seeking



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Washington State Board for Community and Technical Colleges