

SPECIAL  
DATES OF  
INTEREST:

- 1/1—1/2  
New Year's  
Holidays
- 1/14—1/16  
TRAX Training
- 1/19  
MLK Holiday
- 1/20  
TRAX Executive  
Training
- 1/26—1/28  
TRAX Training

INSIDE  
THIS ISSUE:

Pop-Up Blocker Set-  
tings

Version 9.0 Upgrade

Who to Contact?

Need Help with  
TRAX?

TRAX Security Re-  
quests

New Users

TRAX Training

# TRAX (PeopleSoft)

MONTHLY NEWSLETTER

JANUARY, 2009

## Pop-Up Blocker Settings

**Q:** I am using Internet Explorer and trying to view a report in TRAX, but nothing happens. What can I do to correct this problem?

**A:** You need to change your pop-up blocker settings and tell Internet Explorer to allow pop-ups on the TRAX website. There are two ways to accomplish this:

1. When trying to open a new window, IE will create a tan bar directly under the address bar. Simply click on the tan bar and select "**Always allow pop-ups from this site**" from the drop-down list.
- or-
2. In IE, select **Tools** at the top of your screen, followed by **Pop-Up Blocker**, then **Pop-Up Blocker Settings**. In the field labeled, "**Address of website to allow**" type the following exactly as it appears here: **orasoft.baylor.edu** and click **Add**, then click **Close**.

Using one of the options listed above should alleviate any problems with pop-up blocker.

## Version 9.0 Upgrade

The upgrade to Version 9.0 of PeopleSoft Financials has been delayed. While we have made great progress over the last few months, the decision to delay implementation was based on the need for additional time to update the 9.0 version with all of the customizations we are currently using in the 8.8 environment. The delay will also allow for more extensive end-user testing.

This upgrade provides our current system with new and enhanced functionality and allows for continued support from Oracle/PeopleSoft until 2012. Some of the new features enhance reporting capabilities and make use of newer XML technology. PeopleSoft is also delivering new features to enhance performance, including system monitoring and the ability to archive older transactional data to free up valuable data storage space. While departments in Baylor's financial support areas may see functional changes to the current system, in most cases, the average user will see very few changes as a result of this upgrade.

This project is a collaborative effort between ITS and representatives from Baylor's financial support areas. The upgrade team consists of several technical personnel from ITS, as well as functional representatives supporting financial reporting and accounting, budget, procurement, accounts payable, and assets.

We will continue to update you regarding the status of this upgrade as decisions are made. Meanwhile, you are encouraged to send your questions to [trax@baylor.edu](mailto:trax@baylor.edu).

## TRAX (PeopleSoft) Monthly Newsletter

### Need Help?

TRAX Hotline  
710.8704

[www.baylor.edu/traxhelp](http://www.baylor.edu/traxhelp)

[trax@baylor.edu](mailto:trax@baylor.edu)

Questions  
Self-Service Help ▶▶▶  
Answers

## Who To Contact?

Not sure who to contact about a particular charge that shows up on your Detail Report? The [TRAXHelp](#) website has a listing, organized by code, of individuals to contact about those charges. This list can be found by visiting [www.baylor.edu/traxhelp](http://www.baylor.edu/traxhelp) > *Documentation* > *Who To Contact*. You can also access the list directly by clicking [here](#).

## Need Help with TRAX?

Need technical assistance? Forgot your password? Don't forget the TRAX hotline is available Monday through Friday, 8-5. Simply dial **x8704**, select the appropriate option, and you'll be connected with the right department.

## TRAX Security Requests

If you have security requests for TRAX or need additional department security authorizations, please direct those requests to [TRAX@baylor.edu](mailto:TRAX@baylor.edu) or to [Amy\\_E\\_Alexander@baylor.edu](mailto:Amy_E_Alexander@baylor.edu). Please be aware that, for audit purposes, written documentation is required for all security changes.

## New Users

If you know someone who needs to obtain a TRAX (PeopleSoft) user ID, please have them go to the [Getting Started](#) link on the [TRAXHelp](#) website and follow the instructions there.

## TRAX Training

TRAX training classes are scheduled through the end of February. A list of [TRAX classes](#) is now available on the [TRAXHelp](#) website. To sign up for training, please visit the [Professional Development Seminar Online Registration](#) page. If you have difficulty signing up for TRAX training, contact [TRAX@baylor.edu](mailto:TRAX@baylor.edu).