

SPECIAL
DATES OF
INTEREST:

- 8/5
Executive Training
- 8/11-8/14
TRAX Training
(Courses 1-6)
- 9/1-9/4
TRAX Training
(Courses 1-6)
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TRAX Executive
Training

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MONTHLY NEWSLETTER

AUGUST, 2009

Spotlight on Report Requests

Are you having difficulty running a report for a new department? It could be that you need to update your Report Requests. This is a step that we often forget simply because it's not a step you have to do each time you want to run a report. You will have to complete this step, however, the first time you run any report for a particular department. After logging into TRAX, here are the steps you should follow:

1. Click **Budget > Add Update Report Request > Add a New Value**
2. Give your report a name in the **Request ID** field. The Request ID should be something that is meaningful to you. Often, the name of the department is used or perhaps the department ID. If multiple departments are in one report request/request ID, then one might want to use something that will help to remind you what is contained in that report request. For example, if the department of History wanted one report showing all of their Restricted Funds, they might use a name such as "History—Restr".
3. Click **Add**
4. Enter department ID number
5. To add additional department ID numbers, click the **Add a New Row** button
6. Once all of the departments have been added, click the **Save** button.

You are now ready to run a report! If you have questions regarding Report Requests/ Request ID's, please contact Amy Alexander at x8705 or via email at Amy_E_Alexander@baylor.edu.

Pop-Up Blocker

If you are experiencing problems printing or opening new windows, it is probably due to a pop-up blocker running in Internet Explorer. At the top of your screen, click the following:

Tools > Pop-up Blocker > Pop-up Blocker Settings

Add **orasoft.baylor.edu** to your **Allowed Sites**.

TRAX (PeopleSoft)

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Need Help?

TRAX Hotline
710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

TRAXHelp

Not sure who to contact about a particular charge that shows up on your Detail Report? The [TRAXHelp](http://www.baylor.edu/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 > *Documentation* > *Who To Contact*. You can also access the list directly by clicking [here](#).

Additionally, you can contact the TRAX hotline at x8704. The TRAX hotline is available Monday through Friday, 8-5.

TRAX Security Requests

If you have security requests for TRAX or need additional department security authorizations, please direct those requests to TRAX@baylor.edu or to 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](http://www.baylor.edu/traxhelp) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of September. A list of [TRAX classes](#) is now available on the [TRAXHelp](http://www.baylor.edu/traxhelp) website. Classes for the summer months will be forthcoming. 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.