SPECIAL DATES OF INTEREST:

- **10/26—11/2 TRAX Training (Courses 1-6)**

- **11/16—11/19 TRAX Training (Courses 1-6)**

- **11/24—11/26 Thanksgiving Holidays**

- **11/30 TRAX Executive Training**

- **12/14—12/17 TRAX Training (Courses 1-6)**

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New Feature in RQ Inquiry
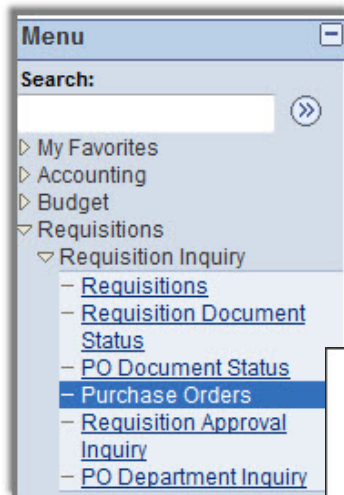
Who To Contact?

TRAXHelp

TRAX Security

New Users

TRAX Training

New Feature Added in Requisition Inquiry Menu

Requisition users may notice a change to the Purchase Order option under the Requisition Inquiry menu. We have added a link which will allow users to print a "File Copy" of the Purchase Order. Clicking the "View Printable Version" link on this page will allow the user to download and print a copy for the department's records.

Procurement Services will continue to send a copy of the Requisition to the vendor so please avoid sending duplicates. The purpose of this new feature is to allow you to have a departmental file copy if you need one.

Requisition > Requisition Inquiry > Purchase Orders

TRAX (PeopleSoft)

Monthly Newsletter

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 > *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 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 website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of December. 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

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Self-Service Help ▶▶▶