

# **Payroll/Personnel System Web EDB Update**

## **Campus Customization Guide**

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## 1. Introduction

The Web EDB Update application allows each location to customize certain features of the application. This has been provided to eliminate any need for code customization.

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  - Code Filters
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  - Home Department Code
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## 2. Application Customization

### Property File

An external property file needs to be defined in order to customize the application. A sample file is packaged with the release EAR file. The name and location of the file is as follows:

Name: EDBUpdate.properties  
Location: (Refer to installation guide).

EDBUpdate.properties file defines a few of the web EDB Update application level parameters. All of these parameters are case sensitive. The parameters are defines as follows:

The following sections describe the parameters and their settings.

### Location of PPSWeb Application

There are 2 properties which identify the location of PPSWeb application.

1. webppserver=@PPSWeb server@@

This property gives EDB Update application the server address of the PPSWeb application.

#### **Example**

```
webppserver=https://ssdev3.ucop.edu
```

2. webppscontextroot=@PPSWeb context root@@

This property tells EDB Update application about the context root of the PPSWeb application.

**Example**

webppscontextroot=PPSWeb

**Campus Code**

campus=@@campus code@@

This property indicates the campus location running the EDB Update application. This property allows the EDB Update application to determine the URL of the campus CICS region that hosts Web Services for the instance of the EDB Update application using the properties file containing the property.

The possible values are:

- \* PROD regions
  - 'ucla'
  - 'ucd'
  - 'ucsb'
  - 'ucsc'
  - 'uci'
  - 'ucr'
  - 'ucsd'
  - 'ucb'
  - 'ucsf'
  - 'asucla'
  - 'uch'
- \* QA regions
  - 'qcla'
  - 'qcd'
  - 'qcsb'
  - 'qcsc'
  - 'qci'
  - 'qcr'
  - 'qcsd'
  - 'qcb'
  - 'qcsf'
  - 'qsucla'
  - 'qch'
- \* DEV regions
  - 'dcla'
  - 'dcd'
  - 'dcsb'
  - 'desc'
  - 'dei'
  - 'der'
  - 'dcsd'
  - 'dcb'
  - 'dcsf'
  - 'dsucla'

- 'dch'
- \* BASE Payroll regions
- 'dp1'
- 'dp2'
- 'dp3'
- 'dp4'
- 'dp5'
- 'dp6'
- 'dp7'
- 'dp8'
- 'dp9'
- 'tpp'
- 'dnp'
- 'dpp'
- 'rpp'.

### Example

campus=ucr

### Environment

environment=@ @environment identifier@ @

This property is purely for display purpose only. Any value assigned to this property will appear at the top right corner of the screen. This property is intended to provide campuses a way to identify production and QA environments. It's suggested that this property be left blank for production instance of the application.

### Example 1

environment = (Blank for production)

### Example 2

environment =QA

### Session Timeout

session\_timeout=@ @timeout@ @

This property defines the session timeout, due to inactivity. The time is defined in minutes. The web EDB Update application is designed to warn user of pending timeout 90 seconds before the actual timeout occurs. It is also designed to automatically suspend the current transaction before the timeout occurs. After the timeout, the user is taken back to PPSWeb main menu.

### Example

session\_timeout=30

This example sets the timeout period to 30 minutes.

### Application Security Prefix

This property is the prefix used for the RACF \$PPSFUNC resource for web applications.

securityprefix=@ @security prefix @@

**Example**

securityprefix=PPSW

**PPS Control Data Refresh Time**

reload.app.data.timeofday=@ @HH:MM am@@

This property directs web EDB Update application to refresh all of the PPS control data at a certain time every day. This data is used to populate radio buttons, drop downs etc. on various screens. The PPS control data is also refreshed any time the application or the web application server is stopped and restarted.

**Example**

reload.app.data.timeofday=7:00am

This example directs the application to refresh PPS control table data at 7 in the morning every day.

**External Help Directory**

help.directory=@ @help directory location@@

This property tells web EDB Update application about the location of external help files.

**Example**

help.directory=C:/data/payroll/help/

Note: The “/” is required at the end of the directory path.

### **3. Campus Logo**

The web EDB Update application display campus logo at the left upper corner of every screen. An image file named “logo.png” may be placed in the same directory as EDUpdate.properties file.

### **4. Data Element Level Customization**

**Customization Property File**

An external property file needs to be defined in order to customize the application. A few sample files are packaged with the release EAR file. The name and location of the file is as follows:

Name: CampusCustomizations.properties

Location: Same as the application property file (Refer to installation guide).

The application server needs to be restarted after any modifications to the CampusCustomizations.properties file.

## **Data Element Customization**

### **Code Filters**

Web EDB Update application provides various drop-down values on various screens. Campuses may choose to limit the available drop-down values for any of the data element numbers associated with the drop-down.

#### **Example 1**

**codeFilter: 0109|C,N,R**

This will restrict the drop down for data element number 0109 (Citizenship codes) to C,N and R.

#### **Example 2**

**codeFilter: 0201|1,3,8**

This will restrict the drop down for data element number 0201 (Pay disposition codes) to 1,3 and 8.

### **Non-Citizen Data Elements**

Web EDB Update application provides for restricting the data element numbers for hiring a non-citizen employee.

#### **Example 1**

**nonCitizenDENS: 0109,0110,0184**

This will include only the data elements 0109,0110 and 0184 for entry for non-citizen employee.

### **Registered Units**

Web EDB Update Application can show or hide the display registered units field on the employment screen. The default is "true".

#### **Example 1**

**displayRegisteredUnits: true**

This will show the display registered units field on the employment screen.

#### **Example 2**

**displayRegisteredUnits: false**

This will remove the display registered units field from the employment screen.

### **Home Department Code**

Web EDB Update Application can show or hide the home department code field on the employment screen. The default is "true".

#### **Example 1**

**displayHomeDepartmentCode: true**

This will show the home department code on the employment screen.

#### **Example 2**

**displayHomeDepartmentCode: false**

This will remove the home department code on the employment screen.

### Appointment Department Code

Web EDB Update Application can show or hide the appointment department code field on the appointment screen. This field is normally derived by base PPS. The default is “false”.

#### Example 1

**displayApptDepartmentCode: true**

This will show the appointment department code on the appointment screen.

#### Example 2

**displayApptDepartmentCode: false**

This will remove the appointment department code on the appointment screen.

### FAU Format

The FAU format varies for each campus. Web EDB Update Application allows for campuses to define their own format for the FAU.

#### Example 1

**fau: 1:Loc;10:Index;6:Org;6:Program;6:Fund;1:Sub Account**

FAU format is defined in multiple components separated by semi-colon. For each component, define the length and the name of the component. The name of the component becomes the field title on the screen. In this example, the FAU consists of:

- 1 Character “Loc”
- 10 Characters “Index”
- 6 Characters “Org”
- 6 Characters “Program”
- 6 Characters “Fund”
- 1 Character “Sub Account”

### FAU Derivation

A campus may define if one or more components of the FAU are to be derived by the system. The system will disable the derived components from user data entry. The FAU derivation is done in real time using AJAX call to the Range Value Edits (RVE) web service (PS015).

#### Example 1

**fauLookupComponent: Index;Sub Account**

FAU derivation is defined by specifying the FAU components which are required for full FAU derivation. In this example, user will be required to enter “Index” and “Sub Account” parts of the FAU. The other components will be “display” only, and the user cannot change these values.

Once the user completes required FAU components entry, the application will call the RVE web service, and retrieve the full FAU. The remaining components of the FAU will then be populated.

Please note that the look up component names must match the names defined in the FAU components. In addition, the ‘fau:’ configuration must exist and be listed before the ‘fauLookupComponent:’ configuration in order to verify lookup components.

FAU derivation functionality must be supported by the required changes to PS015 web service.



### **Pay Disposition Screen**

Web EDB Update Application can display or remove pay disposition screen as per campus requirements. It can also restrict the fields on the pay disposition screen. The default is “true”.

#### **Example 1**

displayPayDisposition: **true**

payDispositionDENs: 0201,1124,0230,0226,0203,0301

This will show the pay disposition screen. It would also restrict the fields on the screen defined by data element numbers 0201,1124,0230,0226,0203 and 0301.

#### **Example 2**

displayPayDisposition: **false**

This will remove the pay disposition screen.

### **PAN Email**

Web EDB Update Application can allow or restrict PAN reviewers to be added by email ids. The default allows PAN reviewers to be added by email ids.

#### **Example 1**

allowPanEmail: **false**

This will disallow adding PAN reviewers by email ids.

### **Awards Panel**

Web EDB Update Application can allow or restrict display of “Awards” panel on the “Honors and Awards” screen. The default is not to show the Awards panel.

#### **Example 1**

displayAwards: **true**

This will display the Awards panel in the “Honors and Awards” screen.

### **Employee Unit Code**

Web EDB Update Application can allow or restrict display of “Employee Unit Code” on the Employment Information screen. The default is to display the “Employee Unit Code”

#### **Example 1**

displayEmployeeUnitCode: **false**

This will remove the “Employee Unit Code” from the Employment Information screen.

## **Additional Campus Specific Fields**

Web EDB Update Application allows campuses to add campus specific fields. The additional fields will appear at the bottom of the requested screen. The field will appear in the same order as defined in the campus customization property file. The fields are added by using a specific format and some code values. The following properties are used when defining an additional field.

- 1. Field Type** – This indicates the field type. The following are valid field types. This is a mandatory attribute.

Field Type	Code
Radio Button	RADIO
Drop Down List	DROPDOWN
Auto Fill Text	AUTOFILL
Text Field for Input	TEXTFIELD
Display Only	DISPLAYONLY

- Data Element Number (DEN)** – This is a 4 digit number which pertains to the additional field being added in the base PPS system. This is a mandatory attribute.
- Screen Name** - Additional field may be added to the following screens. This is a mandatory attribute.

Screen Name	Code
2-Personal Information	PI
3-Address & Disclosures	AD
4-Citizenship & Taxes	CT
5-Employment Information	EI
7-Education	ED
8-Pay Disposition	PD
9-Honors & Awards	HA
11-Separation	SP

- Field Label** – This is a free form text field which appears as the field label on the screen. This is a mandatory attribute.
- Hint Code** – Hint may be added to an additional field. Hint is used as a data entry guideline or to display date calendar. The following hints are available. This is an optional attribute.

Hint	Hint Code
MM/DD/YY This also puts a date picker calendar next to the field.	LONG_DATE
MM/YY	MIDDLE_DATE
YY	SHORT_DATE
### - ## - #####	SSN
(###) ### - #####	PHONE
###	THREE_DIGIT_NUMBER
#####.##	DECIMAL
#.##	SHORT_DECIMAL
#.#####	SHORT_PRECISE_DECIMAL
##	TWO_DIGIT_PERCENT
#####	ZIP

- Required Flag** – This indicates if the field should be flagged as required by adding a red asterisk in front of its label. This is a mandatory attribute.

Required/Optional	Required Code
Required	true
Optional	False

7. **Maximum Length** – This attribute enforces the maximum characters user can enter in the field. This attribute is required for TEXTFIELD and DISPLAYONLY field types. The size of the field is calculated as maximum length \* 1.5 by the application.
8. **List Name** – This indicates the list name to be used for RADIO, DROPDOWN or AUTOFILL field types. Please refer to section titled “All CTT Translations Used in Web EDB Update Radio Buttons, Dropdowns and Autofills” in this document for a complete list of list names available for use.
9. **Autofill Code Length** – This attribute is required for AUTOFILL field type only. This indicates the number of characters in the code value.
10. **Help File** – A help file can be created using the file named DEN#.txt and stored in the campus’s help directory. Please refer to “Field Level Help Customization” section in this document for more information.

In order to define an additional field, use the following formats.

1. RADIO Field Type  
 additionalField: Field type;DEN;Screen name;Field label;Hint;Required Flag;List Name
2. DROPDOWN Field Type  
 additionalField: Field type;DEN;Screen name;Field label;Hint;Required Flag;List Name
3. AUTOFILL Field Type  
 additionalField: Field type;DEN;Screen name;Field label;Hint;Required Flag;List Name;Autofill Code Length
4. TEXTFIELD Field Type  
 additionalField: Field type;DEN;Screen name;Field label;Hint;Required Flag;Maximum Length
5. DISPLAYONLY Field Type  
 additionalField: Field type;DEN;Screen name;Field label;Hint;Required Flag;Maximum Length

Note that the attributes are separated by semicolon (;). Since “Hint” is an optional attribute, it may be left blank by using two semicolons together (;).

**Example 1**

additionalField: DROPDOWN;0112;EI;Primary Ethnic/Race; ;false;ethnicityCodeMap

This will add a field labeled Primary Ethnic/Race as a not required field at the bottom of the employment information screen. This will be a drop down field with values from ethnicity list. You may create a 0112.txt file in help directory to provided field level help for this field.

**Example 2**

additionalField: AUTOFILL;2245; EI;Home Dept Code;;true; deptCodeMap;6

This will add a field labeled Home Dept Code as a required field at the bottom of the employment information screen. The field will be an autofill field with 6 character department code. You may create a 2245.txt file in help directory to provided field level help for this field.

**Example 3**

additionalField: TEXTFIELD;0284; PI;I-9 Signature Date;LONG\_DATE>true;8

This will add a field labeled I-9 Signature Date as a required field at the bottom of the personal information screen. The field will be 12 characters in size with a hint of MM/DD/YY and a date picker calendar. You may create a0284.txt file in help directory to provided field level help for this field.

## **Navigation Wizard**

Web EDB Update Application allows campuses to add and customize a “navigation wizard” for any or all application modules. At this point, newhire, intercampus transfer and IDOC modules are excluded from this feature.

If a “navigation wizard” is defined for a module, the following icon will appear on right top corner of the module bar:



With the help of “navigation wizard”, campuses can provide navigation related hints in terms of providing short-cuts to the panels the user should visit before submitting a transaction.

In order to define a “navigation wizard”, there are two attributes required in the CampusCustomization.properties file for each module..

1. Help Text – Free form text which appears at the top of “navigation wizard” window. This should be written using “**Textile mark-up language**”. Please refer to section titled “Textile mark-up language” in this document for more information..
2. Views List – A list of panels, separated by semi-colon, for the short-cut. Please note that the links are presented to the user in the same order as defined here.

The following table describes the key words, by module, for the two attributes

Module Name	Help Text Key Word	View List Key Word
Change	changeHelpText	changeViewsList
Rehire	rehireHelpText	rehireViewsList
Separation	separationsHelpText	separationsViewsList
Leave of Absence	leaveHelpText	leaveViewsList

The following table describes the key word for each of the available panels. One or more of these, are needed to create a “view list”.

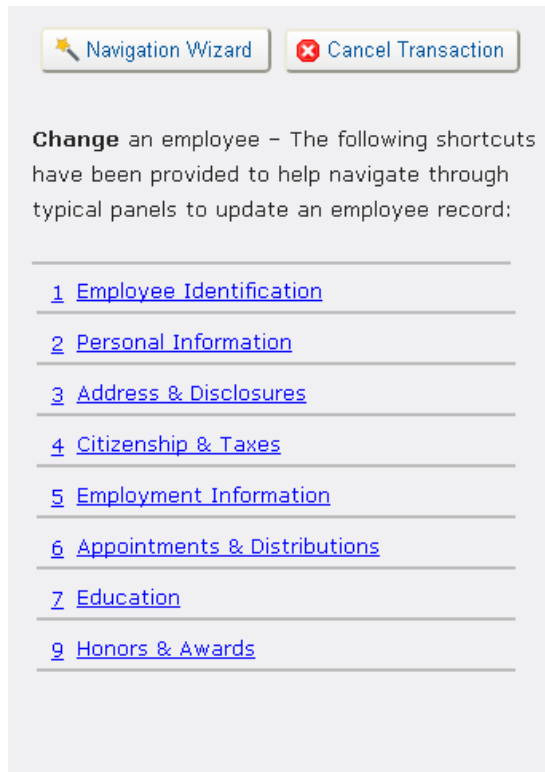
Panel Name	Key Word
Employee Identification	ID
Personal Information	PI
Addresses and Disclosures	AD
Citizenship and Taxes	CT
Employment Information	EI
Appointments and Distributions	AP
Education	ED
Pay Disposition	PD
Honors and Awards	HA
Leaves of Absence	LA
Separation	SP

### Example 1

changeHelpText: **The following shortcuts have been provided to help navigate through typical panels to update an employee record:**

changeViewsList: **ID;PI;AD;CT;EI;AP;ED;HA**

This will add a “navigation wizard” button on the module bar for “Change” module with a short-cut link to the specified panels. If the user clicks on the “navigation wizard” button, a window is display as follows:

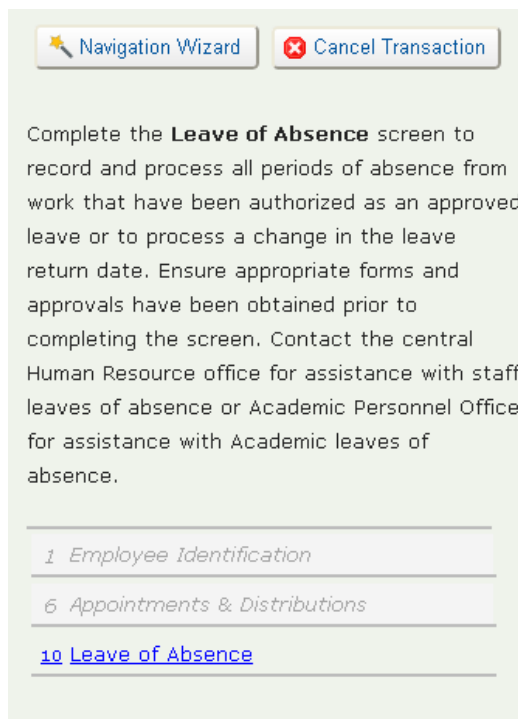


## Example 2

leaveHelpText: **Complete the \*Leave of Absence\* screen to record and process all periods of absence from work that have been authorized as an approved leave or to process a change in the leave return date. Ensure appropriate forms and approvals have been obtained prior to completing the screen. Contact the central Human Resource office for assistance with staff leaves of absence or Academic Personnel Office for assistance with Academic leaves of absence.**

leaveViewsList: **ID;AP;LA**

This will add a “navigation wizard” button on the module bar for “Leave of Absence” module with a short-cut link to the specified panels. If the user clicks on the “navigation wizard” button, a window is display as follows:



## 5. Code Translation Table (CTT) Text Customization

### How the CTT is Used in the Web EDB Update Application

For many web EDB Update screen elements, the values which show up in the dropdown lists, or the labels for radio buttons come directly from the campus Code Translation Table (CTT) record for those data elements.

#### Example – Dropdown List

For example, data element 0116 is the Education Level, which has the following codes and translations in the base CTT:

Code	Translation
A	Associate Degree
B	Bachelor's Degree
D	Doctorate
H	High School Diploma or Equivalent
M	Master's Degree
N	No academic credentials
P	Professional Degree
T	Trade or Craft Certificate

These values appear exactly as found in the CTT, in the Education Level dropdown on the Education page of the web EDB Update application.

#### Example – Radio Button

Similarly, data element number 0352 is the Disabled Status. This data element has two values in the base CTT:

Code	Translation
H	Disabled
N	Not disabled

These values appear as the labels for the Disabled Status *radio button* on the Personal Information screen.

Note that if there are multiple translations for the same code in the CTT, the longest translation is the one which will appear in the dropdown or radio button label.

### Customizing CTT Translations for Web EDB Update

If the translations aren't sufficient, then Payroll offices should submit a request to the UCOP Payroll Coordinator to request changes to the base PPS translations.

If the descriptions are still not sufficient, customized field-level help can be used to provide more information to the user. This is described in the next section.



**All CTT Translations Used in Web EDB Update Radio Buttons, Dropdowns and Autofills**

Screen Name	DEN	Field Name	Type	List Name
<b>Personal Information</b>	0108	Sex	Radio Button	sexMap
	0322	Hispanic, Latino, or Other	Dropdown	dropDownYesNo
	0324	American Indian or Alaska	Dropdown	dropDownYesNo
	0325	Asian	Dropdown	dropDownYesNo
	0323	Black/African American:	Dropdown	dropDownYesNo
	0326	Native Hawaiian or Other Pacific	Dropdown	dropDownYesNo
	0327	White	Dropdown	dropDownYesNo
	0112	Primary Ethnicity/Race	Dropdown	ethnicityCodeMap
	0352	Disabled Status	Radio Button	disabledStatusMap
	0345	War Campaign	Radio Button	warCampaignFlagMap
	0344	Armed Forces Medal	Radio Button	armedForcesMedalFlagMap
	0350	Vietnam Vet	Radio Button	vietnamVeteranFlagMap
	0351	Veteran Disabled Status	Radio Button	veteranDisabledStatusMap
<b>Address &amp; Disclosures</b>	0291	Foreign Address Ind	Radio Button	foreignAddrIndMap
	0244	Home Address Release	Radio Button	homeAddressReleaseCodeMap
	0247	Emp Org Addr Release	Radio Button	empOrgAddrReleaseCodeMap
	0245	Home Phone Release	Radio Button	homePhoneReleaseCodeMap
	0248	Emp Org Phone Release	Radio Button	empOrgPhoneReleaseCodeMap
	0246	Spouse Name Release	Radio Button	spouseNameReleaseCodeMap
	0207	Permanent Address State	Dropdown	stateNamesMap
	0334	Campus Address State	Dropdown	stateNamesMap
	1118	Country	Auto Fill	countryCodeMap
<b>Citizenship &amp; Taxes</b>	0109	Citizenship Status	Dropdown	citizenshipStatusMap
	0143	Country	Auto Fill	countryCodeMap
	0110	Visa Type	Dropdown	visaStatusMap
	0127	Fed Tax Marital Status	Radio Button	fedTaxMaritalStatusMap
	0130	State Tax Marital Status	Radio Button	stateTaxMaritalStatusMap
	1170	Income Code	Dropdown	incomeCodeMap
<b>Employment Information</b>	1165	E-Verify Status	Dropdown	eVerifyStatusCodeMap
	0360	Beli	Dropdown	beliCodeMap
	0114	Home Department Code	Auto Fill	deptCodeMap
	0160	Employee Relations	Dropdown	employeeRelationsCodeMap
	0255	Employee Unit Code	Auto Fill	employeeUnitCodeMap
	0385	Special Training Required Code	Dropdown	specialTrainingCodeMap
	0109	Student Status	Dropdown	studentStatusMap
	0135	Next Salary Review	Dropdown	nextSalaryReviewTypeMap
	0740	Background Check Code	Dropdown	bkgndCheckCodeMap
<b>6-Appointment</b>	2020	Appointment Type	Dropdown	appointmentTypeMap
	2010	Basis	Dropdown	basisCodeMap
	2011	Paid Over	Dropdown	paidOverCodeMap
	2006	Title Code	Auto Fill	titleCodeMap
	2032	Appointment Department Code	Auto Fill	deptCodeMap
	2004	Duration	Dropdown	durationCodeMap
	2013	Fixed Variable Ind	Dropdown	fixedVariableIndMap
	2015	Rate Code	Dropdown	rateCodeMap
	2016	Pay Schedule	Dropdown	payScheduleCodeMap

	2017	Time Code	Dropdown	timeCodeMap
	2018	Leave Code	Dropdown	leaveCodeMap
<b>6- Distribution</b>	2056	Dos Code	Auto Fill	dosCodeMap
	2050	Off Above Scale	Dropdown	offAboveScaleIndMap
	2062	Workstudy Program	Dropdown	workstudyProgramCodeMap
<b>7-Education</b>	0116	Education Level	Dropdown	educationLevelMap
	0701	Highest Degree Institution Code	Auto Fill	institutionCodeMap
	0710	Highest Degree Specialty Code	Auto Fill	specialtyCodeMap
	0707	Specialty Code	Auto Fill	specialtyCodeMap
	0708	Specialty Code 2	Auto Fill	specialtyCodeMap
	0709	Specialty Code 3	Auto Fill	specialtyCodeMap
	0703	Prior University Service	Auto Fill	institutionCodeMap
	0118	Non Uc Prior Service	Dropdown	nonUCServiceCodeMap
	0711	Lic Code	Auto Fill	licenseCodeMap
<b>8-Pay Disposition</b>	0201	Check Disposition	Dropdown	checkDispositionCodeMap
	1124	Online Earnings Statement:	Radio Button	yesNo
	0226	Chking Savings Ind	Dropdown	checkSavingsIndMap
	0230	Direct Deposit Bank Table	Auto Fill	bankTableCodeMap
	0304	State Name	Dropdown	stateNamesMap
<b>9-Honor &amp; Awards</b>	0713	Honor Type	Auto Fill	honorTypeCodeMap
	0743	Award Type	Dropdown	awardTypeCodeMap
<b>10-Leave of Absence</b>	0011	Action Code	Dropdown	leaveActionCodeMap
	0139	Type	Dropdown	leaveTypeCodeMap
<b>11-Separation</b>	0141	Separation Reason Code	Dropdown	separationReasonCodeMap
	0142	Destination Code	Dropdown	destinationCodeMap
	0702	Future Institute Code	Auto Fill	institutionCodeMap

## 6. Field Level Help Customization

The Web EDB Update application provides users with field level help on all screens. Each field level help item is referenced by the EDB data element number. When user requests help for an element (by pressing F10 key), help text is displayed in a pop-up window.

Campuses can provide customized help contents for any of the data element numbers.

### Base Field Level Help

Web EDB Update application has a nnnn.txt file for each data element number nnnn, located in src\main\java\edu\ucop\edbupdate\help. This is called "base help".

### Help Directory Property

EDBUpdate.properties must have a property called "help.directory". The value will be the external server directory location.

#### **Example**

help.directory=\data\help

Any customized help files should reside in this directory. Campuses are responsible for any maintenance on these files as well as proper checks and controls over this directory. This is called this "campus help".

Campuses can create a new file for any campus specific element.

The application first, looks for the help text file in “help.directory”. If the help file is found, its contents become the help for the user. Otherwise, the application will find and display the “base help”.

### Creating Customized Help Files

Help file (nnnn.txt) will have help text in “**Textile mark-up language**”. This language has some simple mark-up tags and is easy to learn and use. See the section below on Textile.

In order to customize help for data element nnnn, create a file called nnnn.txt in the “help.directory”. Using any text editor (such as Notepad), create the required help text in the file.

The application or the server does not have to be restarted to pick-up the customized help file. Campus help is scanned automatically for special characters (embedded scripts etc) for security reasons. The application (textile utilities) picks it on a real time basis, and converts to html. The html is then rendered to the user.

We do not externalize the CSS for help files. The default base styles are used to display help.

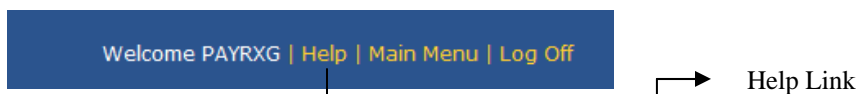
### Special Help Files

In addition to help file for data elements (nnnn.txt format) there are several help files associated with the application. Campuses can over-write these help by creating a corresponding file with the same name in the “help directory” by using the “**Textile mark-up language**”. The following help files are available:

Help File Name	Description
appt_dist_action_code.txt	Help associated with “Action Code” on Appointments & Distributions panel
employee_name.txt	Help associated with “Employee Name” on Employee Identification panel
next_salary_review.txt	Help associated with “Next Salary Review” on Employment Information panel
permanent_address.txt	Help associated with “Permanent Address” on Address and Disclosures panel
us_veteran.txt	Help associated with “Employee is a US veteran” on Personal Information panel

### Module Level Help Files

Module level help can be customized by campuses. This help is available to the user when the “Help” link is clicked at the top of the screen.



Campuses can over-write these helps by creating a corresponding file with the same name in the “help directory” by using the “**Textile mark-up language**”. The following help files are available:

Help File Name	Description
new_hire_module_help.txt	Help associated with “New Hire” module
rehire_module_help.txt	Help associated with “Rehire” module
change_module_help.txt	Help associated with “Change Existing Employee Record” module
separation_module_help.txt	Help associated with “Separations” module
leave_of_absence_module_help.txt	Help associated with “leave of Absence” module
intercampus_module_help.txt	Help associated with “Intercampus Transfer” module
idoc_module_help.txt	Help associated with “IDOC” module

## 7. Textile mark-up language

Textile is a lightweight mark-up language. Textile converts its marked-up text input to valid, well-formed XHTML. The following are some of the common tags used. For a complete list of mark-up tags available, please refer to the product web-site <http://textism.com/tools/textile>.

Note: Tags must start in column one.

### **Headings – use h tag with a number.**

#### **Example**

h1. Your first-level heading  
h2. Your second-level heading  
h3. Your third-level heading  
h4. Your fourth-level heading  
h5. Your fifth-level heading  
h6. Your sixth-level heading

### **Bold - use \* around the text/word**

#### **Example**

\*your text here\*

### **Emphasized - use \_ (underscore) around the text/word**

#### **Example**

\_your text here\_

### **Bullets – use \*s based on level**

#### **Example**

\* your text here for bullet  
\*\* your text here for sub-level bullet

### **Numbers – use #s based on level**

#### **Example**

# your text here for numbering  
## your text here for sub-level numbering

### **Web Links – use “Click here”:**

#### **Example**

"Click here":your\_web\_link\_address

## 8. Change Log

Release#	Date	Changed By	Comments
R1923	05/14/2010	PAYRXG	Initial document
R1931	07/06/2010	PAYRXG	Added appointment department code customization Added change log section
R1953	11/24/2010	PAYRXG	Added new property "environment". Added Campus Logo section. Changed reference from "New Hire" to "EDB Update"
R1990	08/16/2011	PAYRXG	Revised the document for EDB Update Phase III and SR83214 Added section titled "Navigation Wizard" Revised section titled "Additional Campus Specific Fields" Added FAU Derivation section