



USASWeb Tips

Revised March 2018

Dates

- Enter "t" for today's date =
- Enter in mmddyy format =
- mmdd will default to current year =
- dd will default to current month and year =

Keyboard Shortcuts

- **Shift+Tab** - takes you to prior field or icon
- **Alt+Left Arrow** - Go to previous page
- **Alt+Right Arrow** - Go to next page
- **Home** - go to beginning of page
- **End** - go to end of page
- **Ctrl+F** - Find on this page
- **Ctrl+R** or F5 - Refresh current page
- **Ctrl+C** - Copy highlighted text
- **Ctrl+X** - Cut highlighted text
- **Ctrl+V** - Paste highlighted text at cursor position

Browser Configuration Tips

- When using Internet Explorer, at the top of USASWeb page click Tools, Internet Options, in the Browsing History section click Settings. Click "Automatically", then click OK. This will increase response time in USASWeb.
- To avoid having to scroll down and across on certain USASWeb screens, you can change your browser text size.
 - For internet Explorer, click View, then click Text Size, then click "Medium" or "Smaller" – your screens should now fit better on the page. (Please note that this change will affect the size of all Internet web pages you view, not just USASWeb).



- For Chrome, click on the three lines in the upper right corner. Click on Settings. Scroll down and click on “Show advanced settings...” . Under Web content, change your font size to “Small”.
- In Internet Explorer, pressing **F11** on your keyboard will toggle the tool bars on top of your web screens on or off, thereby making your screen slightly bigger or smaller
- After entering the Program you wish to work in (requisitions, purchase orders, invoices), you can click “-” in the top right corner of the menu box to minimize the menu box.

Processing Tips

- Most entries in USASWeb can be done without using the mouse: **TAB** takes you to next field or icon (i.e. after entering an item, press TAB until you get to plus icon. It will highlight the icon. Then press **ENTER** to open another line item).
- When adding more than one item, bypass the checkmark and click on the plus icon to add another item. It will save the current item and simultaneously open the next item.
- When using drop-downs, you can type the first letter of the option instead of using the mouse (i.e. in the invoice status drop down menu, enter “P” instead of using the mouse to select “partial”).
- For invoice processing, leave the “received date” blank and it will default to the invoice date.
- If the price is a whole amount (no cents), there is no need to enter the decimal and cents (i.e. Enter 10 for 10.00 dollars).
- When entering a dollar amount in a price field, do not type “\$” or “,” as they are not recognized characters and will reset the field to 0.
- If the item descriptions are the same throughout the transaction, copy the first item’s description using **CTRL+C** and when entering the subsequent items’ descriptions, use **CTRL+V** to paste the description.
- After you have saved a line item (clicked checkmark), you can click on the double paper icon to copy the line item to the next line item.
- If you have a requisition, purchase order, or receipt that you do over and over, you can save it as a **Draft** and recall it and just change minimal information (i.e. utility bills that are paid monthly). You can also find the last requisition and use the **Clone** option.
- If you are entering a number of requisitions, purchase orders, or receipts at the same time that are very similar (i.e. mileage and expense purchase orders), you can use the **Clone** option and just change the vendor.

- When looking up a specific requisition, purchase order, etc., you can click the down arrow in the top right corner of the page, select what you are searching for. In the blank **Quick Search** box, enter the requisition number, purchase order number, etc. Click Go.

- When on any screen, you can click on the “?” in the upper right hand corner and be taken to that section of the online documentation.

Configuration Option

- There are certain parameters that can be set by each user to minimize the need to enter redundant information. This can save time when entering requisitions. Under **Configuration**, click **Show**:

Requisition & Purchase Order Options			
User Name MHEWITT			
Default Deliver-to Vendor	66820	LICKING AREA COMPUTER AS	
Delete Req or Set Posted	Set_To_Posted	Purchase Order Date Default	Today
Use User highest Requisition	User	Use District/User highest PO	District
User highest Requisition#	MRH01371	User highest PO#	0
Always use highest Req#	Yes	Always use highest PO#	No

- Click the modify button, set the parameters, and click Accept.

Update Requisition & Purchase Order Options			
User Name MHEWITT			
Default Deliver-to Vendor	66820	LICKING AREA COMPUTER AS	
Delete Req or Set Posted	Set_To_Posted	Purchase Order Date Default	Today
Use User highest Requisition	User	Use District/User highest PO	District
User highest Requisition#	MRH01371	User highest PO#	0
Always use highest Req#	Yes	Always use highest PO#	No



Utilities Option

- You can change your password in USASWeb (this will also update your password for Reflections). Under **Utilities**, click on **Change Password**.
- **Show Current Users** under the **Utilities** menu will show you all users in your district that are currently logged into USASWeb.

Help Option

- Under **About**
 - You can click on **Change History – User** to view the changes SSDT has made in USASWeb.
 - Recommended Browser Versions (minimum requirements):
 - Netscape 9.0
 - Microsoft Internet Explorer 7.0
 - Firefox 2.0
 - Safari 2.0.2
- Under **Documentation**
 - Allows you to view or print off the User Guide in HTML or PDF format.

Printing Options

- **USASWeb**
 - You can print each transaction individually or in batch.
- **Reflections**
 - You can use **POFORM** to print purchase orders that were created in USASWeb. POFORM contains the following options:
 - Range of Purchase Orders
 - Range of Future Purchase Orders
 - Non-Consecutive current or future purchase orders

*NOTE: the range of future POs and future non-consecutive POs will allow you print future POs as long as the list-processing logicals are defined to use custom forms.



Some prompting you will receive when running POFORM:

Are your forms pre-printed? (Y,N <Y>) N

Invoice To address:

- 1) SAMPLEVILLE SCHOOLS
- 2) TREASURERS OFFICE
- 3) P.O. BOX 123
- 4)
- 5) SAMPLEVILLE, OH 55555

If your multi-part PO forms do not display your district's address in the **Invoice To:** section of the form, enter "N" to this prompt.



Are delivery and invoice addresses the same for each PO? (Y,N <Y>): _

(Stored delivery address lines will be used when available)

Is the deliver-to address the same as the invoice-to address for every PO in the range of POs you have entered?

If you select "Y", it will automatically place "same as invoice address" in the deliver-to address field for every PO that does not already contain a deliver-to address. (NOTE the message under the prompt "stored delivery address lines will be used when available".) For example, if you enter a range of PO numbers 1 through 3, if POs 1 and 2 do not contain existing deliver-to address information, the deliver-to address fields will display "same as invoice address". However, if PO #3 does contain existing deliver-to address information, the existing address will print on the PO.

If you select "N", it will prompt you for the deliver-to vendor/address for any purchase orders that do not contain existing deliver-to address information. In our example, PO#1 and #2 will each be prompted for deliver-to address. However, PO#3 will use the existing deliver-to address information.