Understanding WINGS’ buttons and icons

- **Export list to Excel**

- **Add a new row.** When a screen shows a +/- icon like above, that means the screen has multiple "rows" of data. Think of rows as sheets of paper, one on top of another, each with slightly different information. You flip through the rows using the arrows that are right above the +/- icon. To add a new row of data, click on the +. Most users in WINGS cannot use the - as that will delete the information, and we have limited who can delete information in WINGS. If you have access to the -, do not use it without training.

  Student data in WINGS is usually changed based on an effective date, and every time a new row is added, a new effective date is created to go along with the change. That is to help keep track of the history of what happened to the student's record.

- **Multiple rows of information.** Because of the "1 of 8" in the example above, we know there is more than one row of information. Think of rows as sheets of paper, one on top of another, each with slightly different information. In this example, there are 8 rows of information. Click "View All" to see all on one screen or use arrows to go to the next one in list.

- **Enter Search Criteria** to search. This example above is when searching for a specific student.
  - ID = the EMPL ID, which is a 9-digit number that starts with 1 or 2.
  - Campus ID = Student ID, which is a 9-digit number that starts with a 9 or 8.
  - National ID = social security number or tax ID.
  - Searching by name only may provide several students with same or similar name, so using an ID number is always more accurate and usually faster.
- **Include History** = clicking on **Include History** will bring up the additional effective dated rows of information for that record, which is the history of what happened. This allows you to click through the past rows and see what has been changed and when. If the button has been greyed out (like the Include History button shown above), that has already been selected once and doesn’t need to be done again. If you see a **Correct History** option as well, do not use that button. **Use Include History only.**

- **New Window.** This link is located in the upper right hand side of your WINGS. Click this if you want to have two (or more) screens of WINGS open on your computer at the same time. The browser you are using has settings that determine whether it will open up in a new tab or a separate browser window. Having extra screens open is helpful when you need information from one screen to help you make changes to another screen in WINGS.

- **Add to Favorites, Home, and Sign out.** These links are in the top right hand of your WINGS account. The **Home** link will take you to the main screen of your account. This is useful in case you aren’t sure how move from screen to screen within the different menus. The **Add to Favorites** allows you to save a screen to a list of favorites on the right hand side. Once its added to your favorites, you can go to that menu to find your most used screens instead of clicking down through all the menus. The **sign out** link signed you out of WINGS.
Add a New Value with a Run Control ID field means creating a name for the request you are making. In most cases, Run Control IDs can be re-used, so this only has to be done the first time the process needs to be run. For example, on the Print Class Roster screen, create the Run Control named "print_class_roster," fill in the information you need, and Save or Run. The next time you go to that screen, you click on "Find an Existing Value" instead and search for "print_class_roster." The data you entered into that run control will still be there and you only need to update it as you need.