

## Common WINGS Icons and Options

*These are the most common buttons and options you'll see in WINGS. These are not placed on every screen, but only where they are needed.*

1. Add to Favorites, Home, and Sign out
  2. New Window/Tab
  3. Enter Search Criteria
    - Look up student
    - Look up course
  4. Export List to Excel
  5. Multiple Rows of Information/View All
  6. Add a New Row
  7. Include History
  8. Effective Dates
  9. Add a New Value with a Run Control ID field
- 

### 1. 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 want to start over in your navigation.

The **Add to Favorites** is on the right and allows you to save a commonly used page to a list of favorites. Once a page is added to your favorites, you can go to the **Favorites** list to find your most used pages instead of clicking down through all the menus. The Favorites list is located in the top left. You can edit your favorites by going to your Favorite list and choosing **Edit Favorites**. Use the sequence number to put them in the order you want them to appear in the list.

The **Sign Out** link signs you out of WINGS. Please note that security settings in WINGS will sign you out automatically after 15 minutes of inactivity.



## 2. New Window/Tab

The **New Window** link is located in the upper right hand side of your WINGS and appears on most pages, but not all. 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.



## 3. Enter Search Criteria

- This screen is for looking up a **specific student**.

ID = the Person ID or 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 may result in several students with the same or similar name. Or if a student is using a preferred name, this search can only search by the student's legal name. Therefore, **using an ID or Campus ID is always more accurate and often faster.**

Find an Existing Value

▼ Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

- This search screen is for looking up a **specific course**.

The exact class section will be located after the overall course has been brought up. **Use the lookup icon/magnifying glass to look up the data if you don't know what to put.** You will need to enter data in at least two fields beside the Academic Institution to find data. The more you enter, the narrower your results. The less you enter, the broader your results.

- Term = the 4-digit code for the term (i.e. 2211, 2214, 2216, 2217)
- Subject Area = course's prefix
- Catalog Nbr = the course's 3-digit number
- Academic Career = Undergraduate or graduate; this will limit your results to UG or GR courses

**Find an Existing Value**

▼ **Search Criteria**

Academic Institution = ▾ UWLAC 🔍

Term = ▾ 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

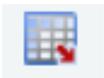
Academic Organization begins with ▾

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

#### 4. Export list to Excel

When WINGS displays a list and you see this icon, click on it to export the list to an Excel file that you can save and adjust outside of WINGS.



## 5. Multiple Rows of Information/View All

Because of the "1 of 11" in the example below, we know there is more than one row of information that can be viewed. This can be additional names on a list, multiple sections of a class, historical changes made to one specific record, etc.

Flip through the rows using the arrows. Use the "1 of 11" numbers to understand how many we are currently viewing. In this example, there are 11 rows of information and we are viewing just one. If the example said "1-10 of 20," we would be looking at the first 10 of a list of 20.

Click **View All** to see them all on one screen or use arrows to go to the next one in list.



## 6. Add A New Row

On some pages, rows are like sheets of paper that track the changes being made, one page on top of another, each with slightly different information. To add a new sheet of paper or row of data, click on

the  sign. To remove a row, click on the  sign.

New rows can also be rows in a list, such as on the Class Permissions page when each new row is another student given permission to that section.

We have limited who can add and delete information in WINGS, so you will not be able to add or delete a row on every page. If you have access to add or delete a row, do not use it without training.



## 7. Include History

Clicking on **Include History** will bring up the additional rows of information attached to different effective dates for that record, marking the history of what happened. This allows you to click through and see what has been changed and when. If the button has been greyed out, it has already been selected once and doesn't need to be done again. If you see a **Correct History** button, do not use that option. Use **Include History** only.



## 8. Effective Dates

Student data in WINGS is mostly changed based on an effective date. In many places, whenever a new row is added, a new effective date is created to go along with the change. That is to keep track of the history of what happened to the student's record. If you are adding a new row, **use today's date unless told differently**. There are some exceptions, so if you receive an error popup window when trying to save and the error mentions the effective date, contact the Records Office for help.

\*Effective Date  

## 9. Add a New Value with a Run Control ID field

To perform certain actions in WINGS, a Run Control ID or name has to be assigned to the action first. (Example: printing a class roster as a PDF, printing a schedule of classes as a PDF). If you see the below screen and you have never used that page before, you will need to create a name for the request you are making.

Click on the **Add A New Value** tab. In most cases, Run Control IDs can be re-used, so this only has to be done the first time you are running the process. For example, on the Print Class Roster screen, create the Run Control named "print\_class\_roster," click **Add**, fill in the information you need, and **Save**. Then you can run the process. (Tip: Run Controls cannot have spaces.)

Run Control ID

The next time you go to that screen, stay on the **Find an Existing Value** tab and search for "print\_class\_roster." The run control set up you used before will still be there, and you only need to update it as you need.

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)