Lesson 4 : SHARP Page Navigation

Scenario

In the previous lesson, you learned the common buttons and learned to perform searches in SHARP. In this lesson, the SHARP trainer, Hall, will show the newly hired Payroll Processer, Kelly, SHARP page components and navigation that are used to view or enter data into SHARP. Kelly will also learn about the use of effective dates and actions in SHARP.



Hall



Kelly

Lesson Objective

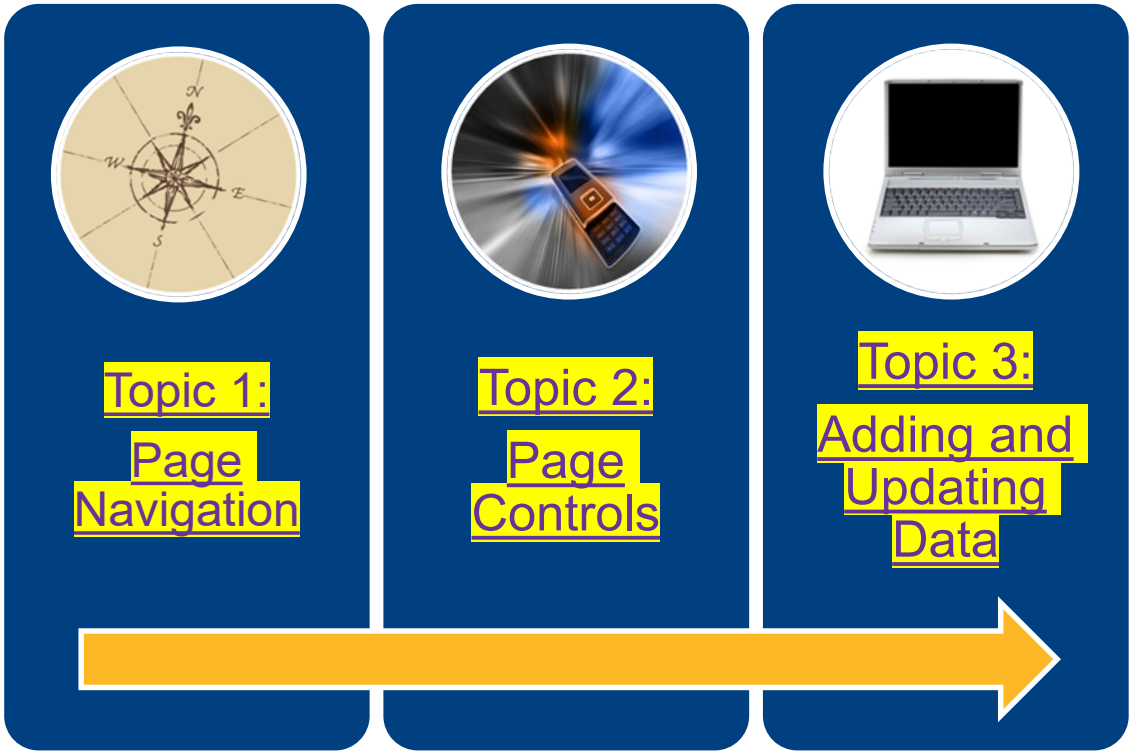
After completing this lesson, you will be able to:

- Open a new window in SHARP
- Navigate between pages within a component
- Identify the difference between required and optional fields
- List the data entry field types and their use
- Explain action types and effective dating

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Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click the topic name to navigate to that topic.



Page Navigation

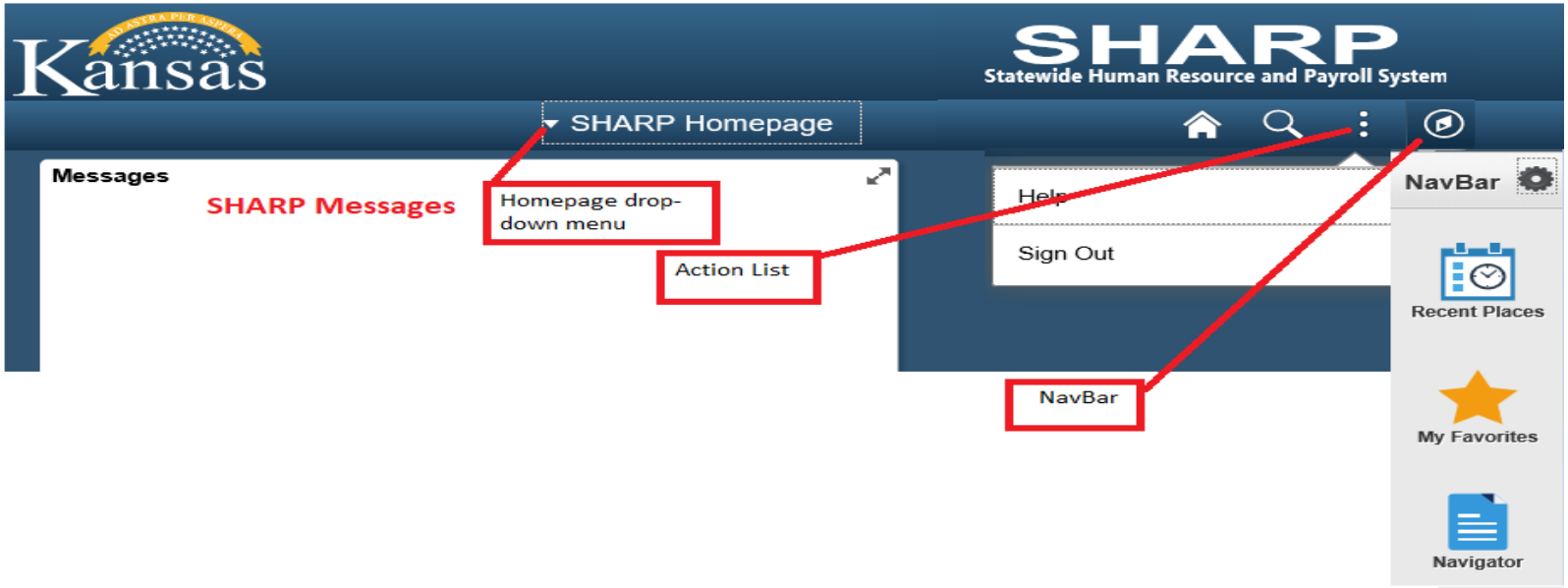
In SHARP, Many times multiple data entry pages are grouped together into a component.

There are several common features on pages in SHARP:

- Link to open a new browser window
- Tabs and shortcuts to move to pages within a component

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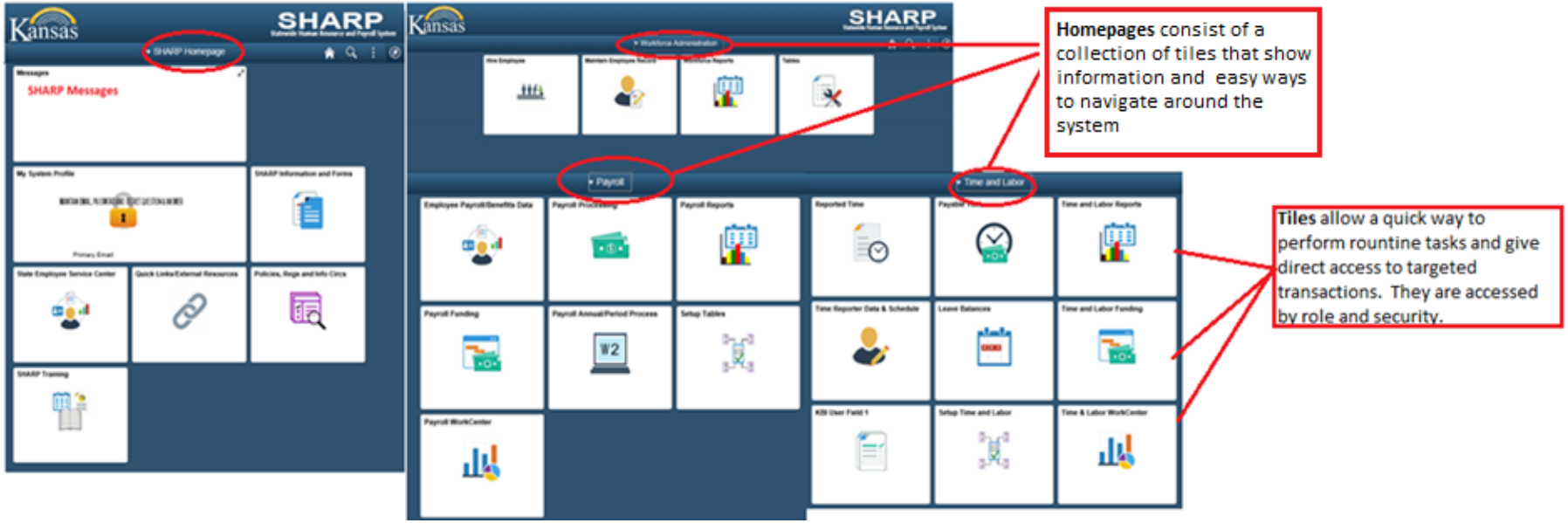
Fluid Navigation



Fluid Navigation uses Homepages and Tiles as a starting point.
SHARP Homepage is the default homepage. There are other homepages that are role and function based. Security will determine the access.
Actions List contains system level actions such as Help and Sign Out.
NavBar contains tiles, second level content, Recent Places, My Favorites, Navigator

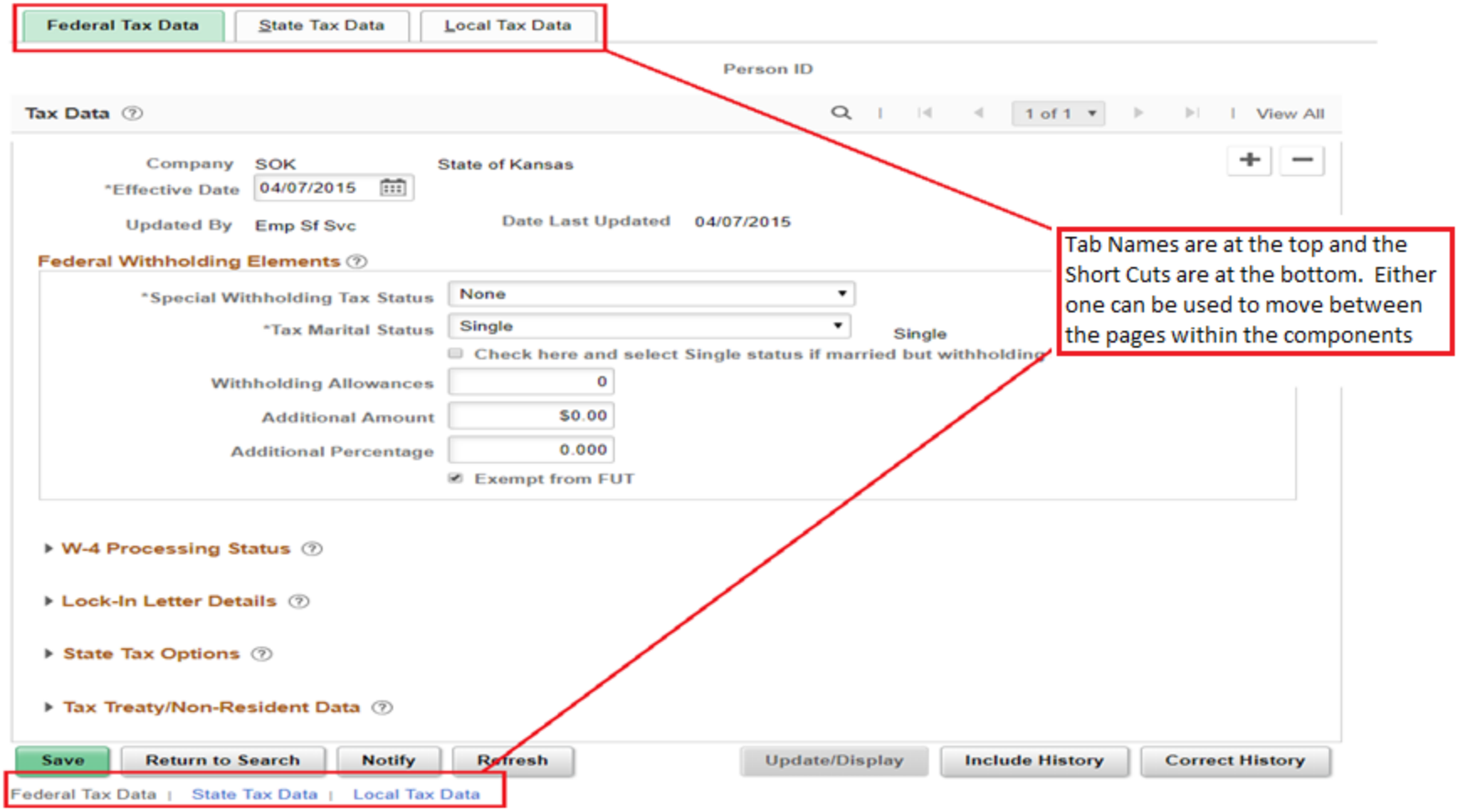
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Homepages and Tiles



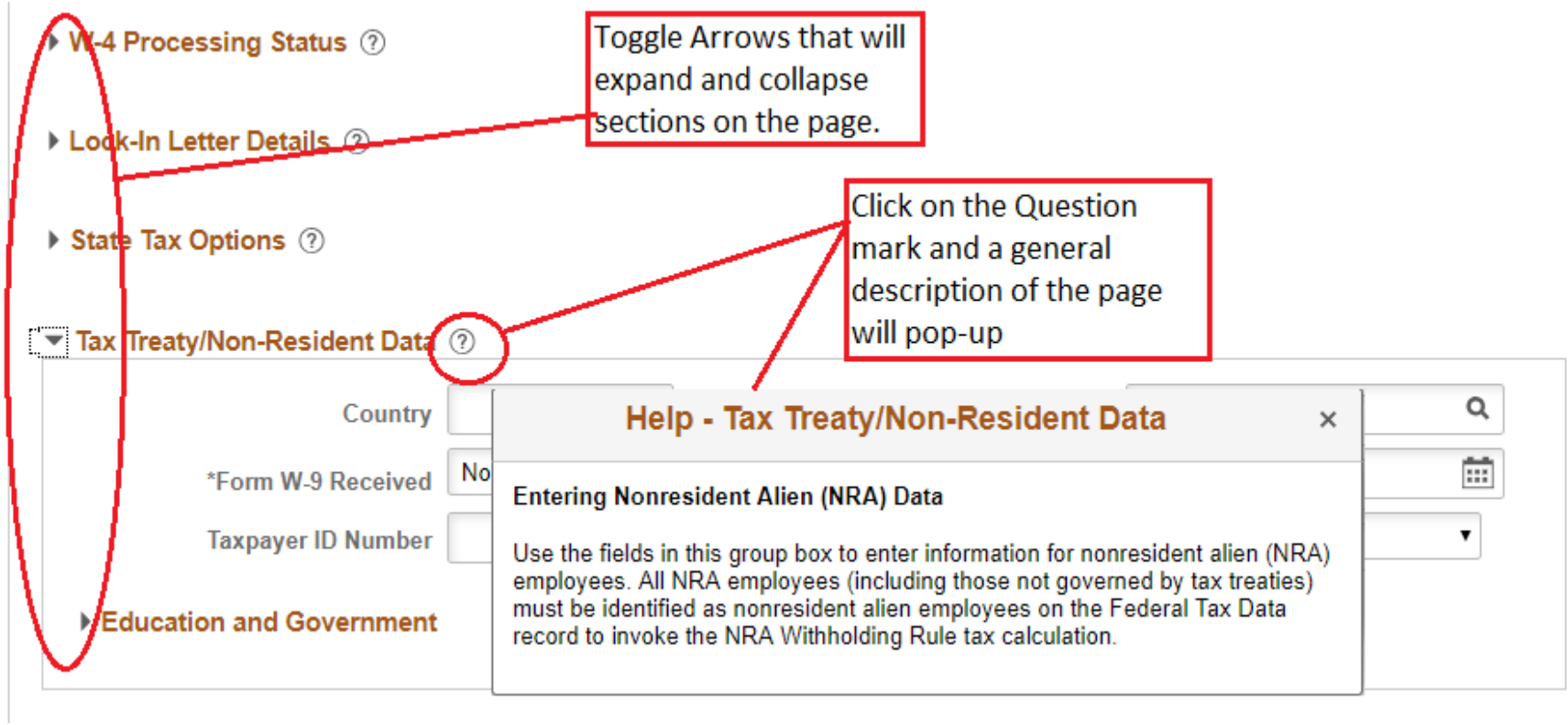
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Tabs and Shortcuts



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Toggle arrows and Question Mark



Page Controls - 1

Page controls are simply data entry fields designed to offer different ways to enter and maintain information. Page control types are based on the type of data entered in that field.

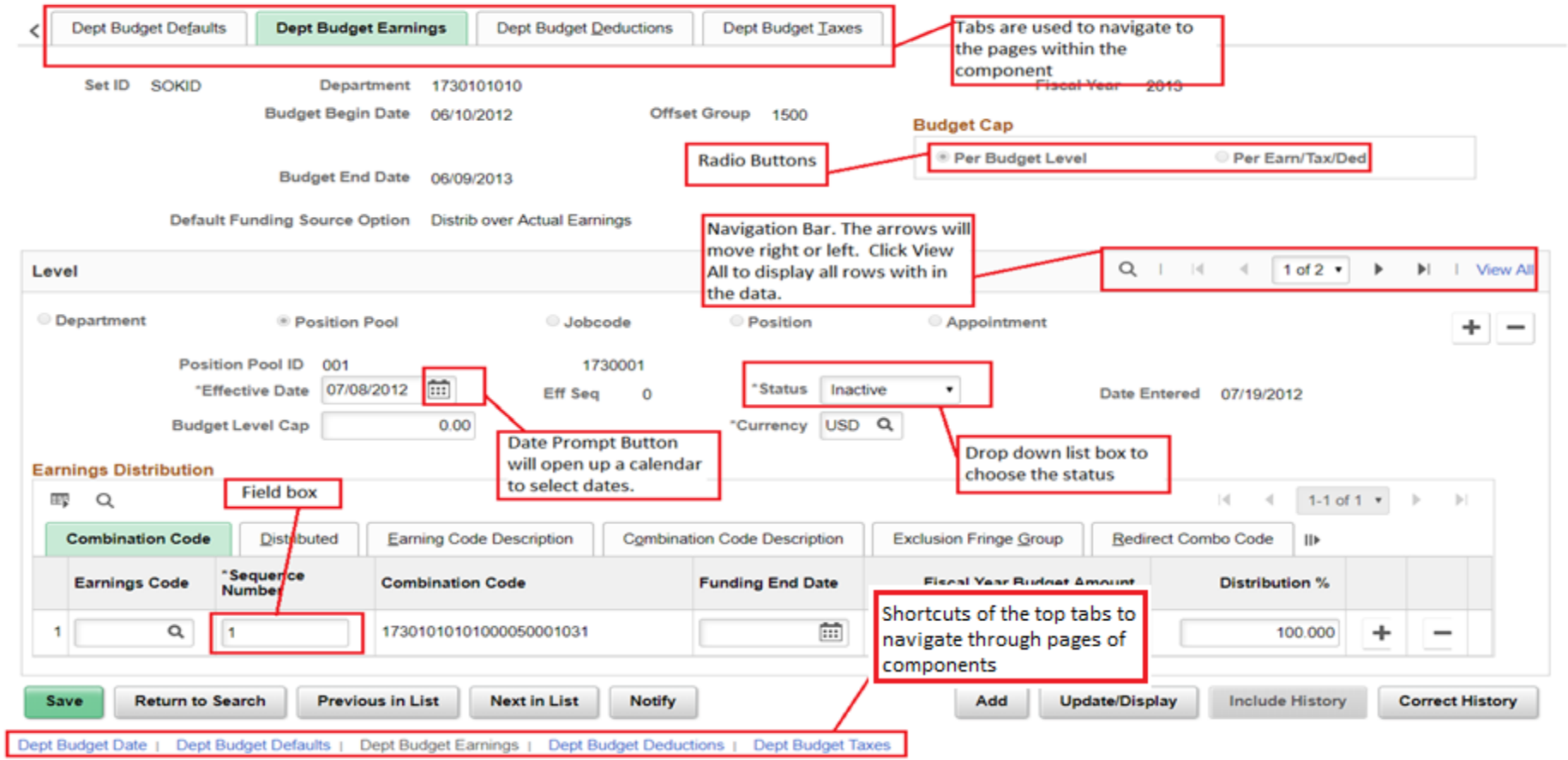
SHARP is a relational database. Many data entry fields are limited to the values that have been pre-entered in a table. Most page controls are designed to help you choose from a list of valid values. There are some cases, such as a comments field, where you can type what you wish.

TIP: Each page has fields, marked by an asterisk, that are required. If you try to save before entering data into a required field, the field will turn red and an error message will appear.



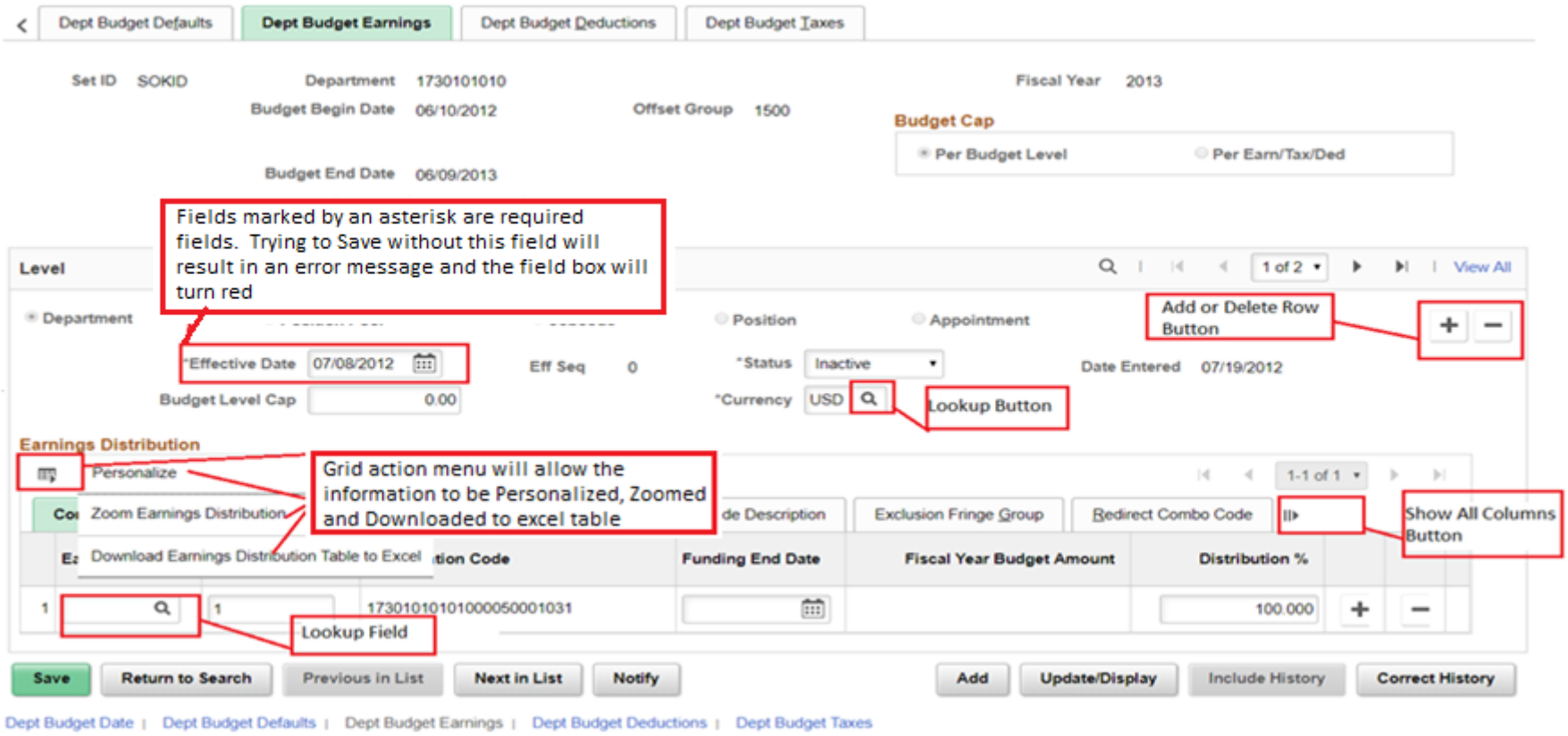
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Page Controls - 2



Lesson 4 : SHARP Page Navigation

Page Controls - 3



Adding and Updating Data

In SHARP, you rarely delete existing data. Instead, you enter a new record correcting your entry using a new effective date. This way, you maintain a history of previous values.

Effective dates are used when you add data to SHARP to provide a time reference. Some data in SHARP will also require periodic updates. Using effective-dating in combination with action types allows you to add and update data while maintaining accurate records.

Understanding Effective Dates

Effective-Dated Row	Definition
Current	The record with a date that is closest to but not greater than today's date. Only one row in an effective dated table can be the current row.
History	Data rows that have dates earlier than the current row. SHARP tables can have many history rows.
Future	Data rows that have a date greater than today's date. SHARP tables can also have multiple future rows.

TIP: Many tables also include a status field. To make a value unavailable for use, you add a row with the date the value is no longer valid and choose the status of inactive.



Benefits of Effective Dates



You can make changes before they take effect by creating a future-dated row



You maintain a history of all previous values

On the left are some benefits of using effective dates.



Understanding Action Types

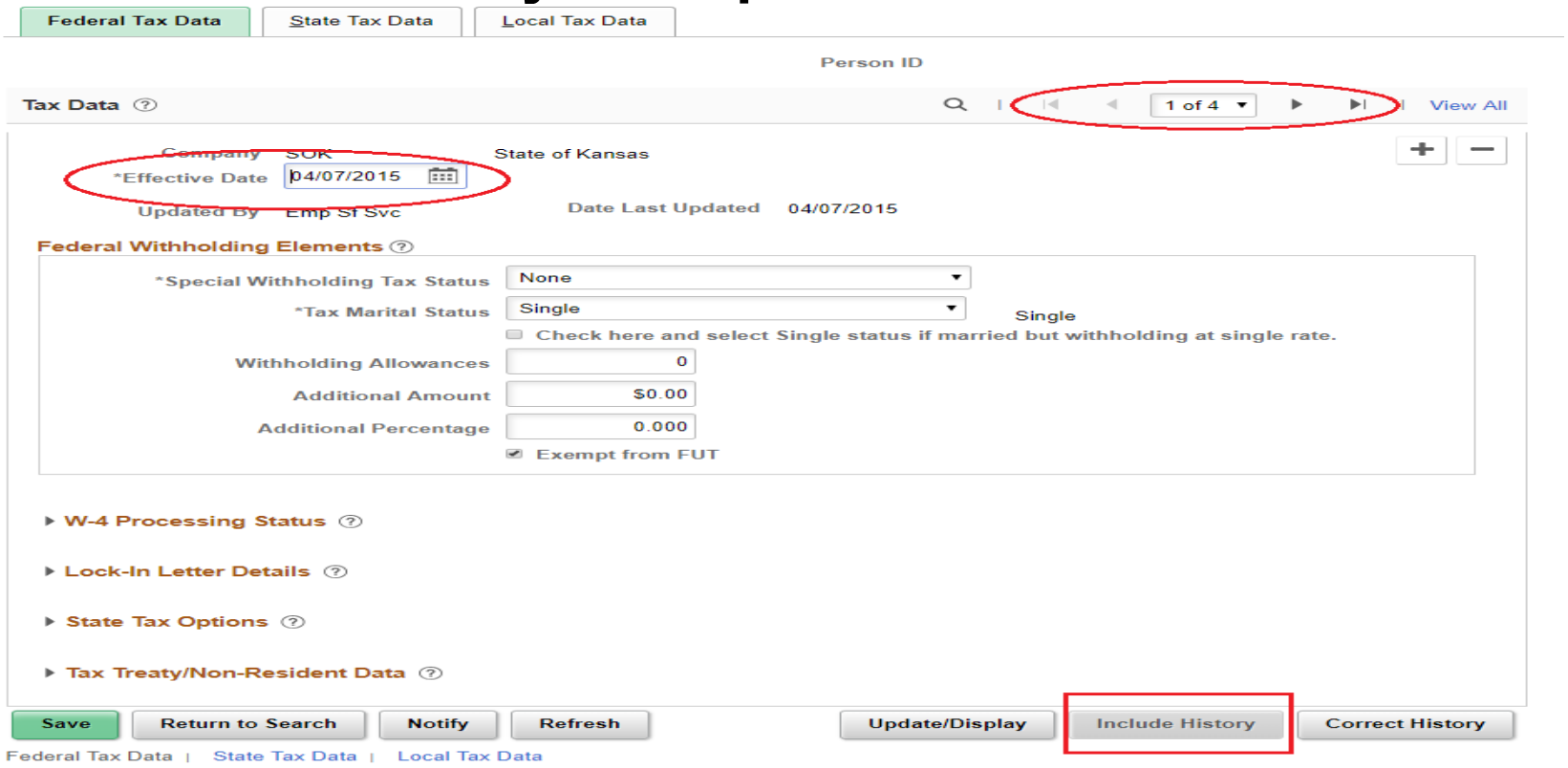
Action	Dates Retrieved	Change Data?
Add	Allows you to enter a date that is within a current or future pay period	Data is added for the first time
Update/Display	Retrieves only current and future rows	Only future rows can be changed
Include History	Retrieves all rows	Only future rows can be changed
Correct History	Retrieves all rows	Any row can be changed and history rows can be inserted

TIP: Only Central users have access to correct history. If you have an error that cannot be fixed using a correcting entry, contact the central SHARP subject matter expert for assistance.



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Include History Example



Click on Include History to provide access to all rows. In this example, 04/07/2015 is the current row. The history rows are viewed by using the arrows to move to the next record.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



True or False? The Include History action type will return only the current row of data.

- True
- False

The correct answer is False –
The Include History action type returns all rows of data, history, current, and future.



Lesson Checkpoint



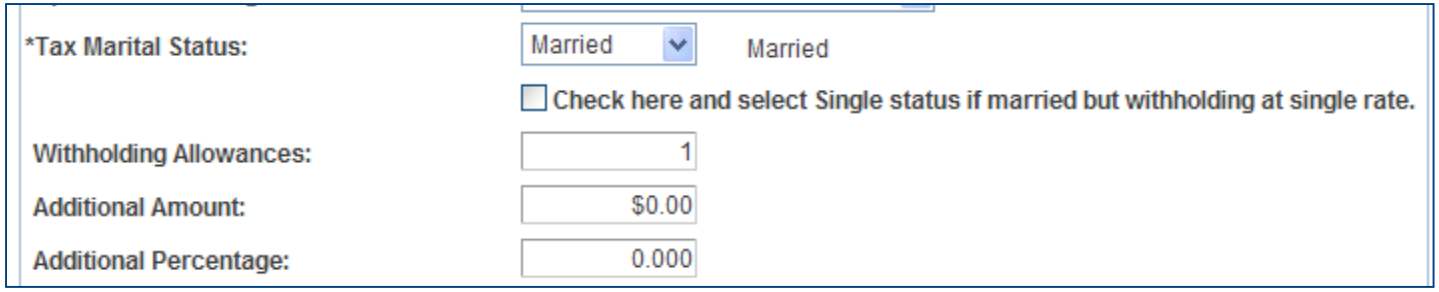
Which data type can an agency user change in SHARP?

- A current row
- A history row
- A future dated row
- All of the Above

The correct answer is C. An agency user can only change a future dated row. If you need to make changes to a current or history row, you will have to contact the SHARP central subject matter expert for help.

Lesson Checkpoint

Which one below is a required field?



The correct answer is Tax Marital Status –
A required field will have an asterisk in front of the field name.

Lesson Checkpoint



Assuming today's date is May 7, 2012, match the effective date with the employee information below:

- History
- Current
- Future

- I entered the employee's position information when he was hired on June 1, 2000.
- I added a row to record his promotion on April 15, 2002.
- The employee found a different job and will leave his current job on May 28, 2012.

The answers above match the correct answers. In captivate, randomize the second column so that they are not in order.

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Lesson Summary



New Fluid navigation use **Homepages** that consist of a collection of **Tiles.** Both are accessed by role and security.



Most page controls in SHARP assist you with locating and entering existing values from a table. A few fields allow you to enter data free form.



Using Action Types and Effective Dates together is essential to accurate record-keeping in SHARP.

In this lesson, I walked you through page level navigation, page controls, effective dates, and action types. On the left are some key concepts.



Course Completion

Congratulations! You have completed this course.

If you have another course to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.

