SOLAR Navigation Tips

DoIT Training
Stony Brook University
Chat: www.stonybrook.edu/it/chat

(631) 632-9800
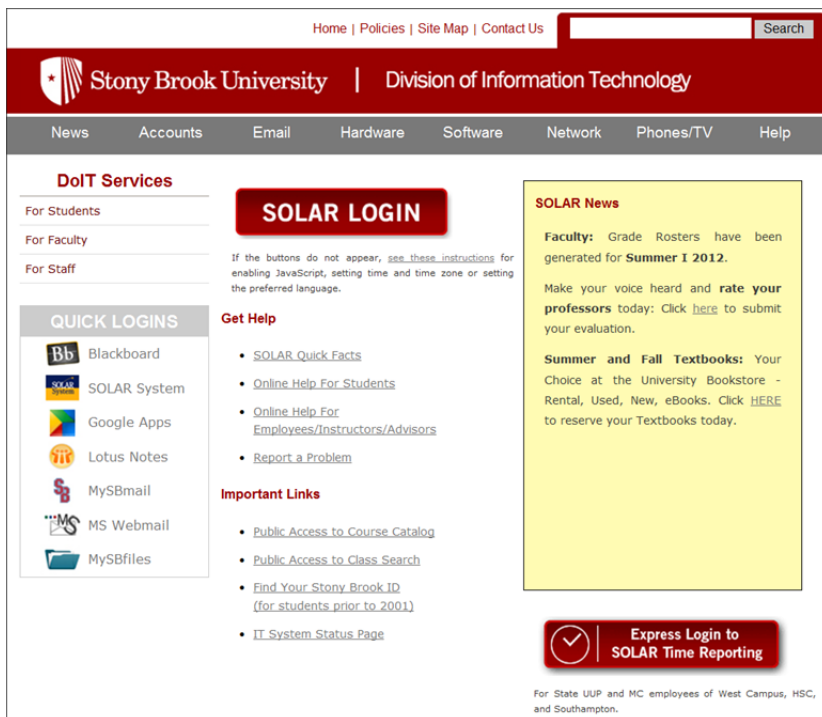supportteam@stonybrook.edu
www.stonybrook.edu/it

Topics:

- Log into SOLAR
- Navigation Tips
- The SOLAR Homepage

- Other Functions: Viewing Records, Saving, Processing, Look Up

Logging into SOLAR

Go to: **www.stonybrook.edu/solarsystem**

The SOLAR password is case sensitive.

The SOLAR System Welcome Page:
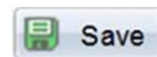

Click **SOLAR LOGIN**

⭐ Save this page in your **Browser Favorites**:

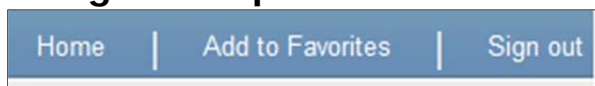On the Keyboard, press <**Crtl**> + **D** to add to your favorites.

⏳ Your SOLAR session will time out after 20 minutes of inactivity.

💾 Save   Remember to save the information you've entered frequently.

Navigation Tips

- Click **Home** to go back to the Homepage
- Click **Add to Favorites** to bookmark a page to refer back to it (within SOLAR).
- Click **Sign out** to leave SOLAR.

Other Functions:

Use the options at the top right of the records list when viewing records..

Customize | Find | View All | 🔼 | 🏢 | First ◄ **4 - 8 of 24** ► Last

- • **Customize** - the data by personalizing the columns and change the sort order
- • **Find** - a keyword among the records
- • **View All** - data with rather than scrolling through the pages
- • 🔼 - Pops data into its own window
- • 🏢 - Download the data into a spreadsheet. ***You may have to scroll horizontally to see this button.**
- • ◄ **4 - 8 of 24** ► - User the arrows to scroll through the pages of data

Some of the report pages have a **Download to Excel** button. Click this button to download the information to an **Excel** spreadsheet.

At the bottom of most pages..

💾 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List

Save – FREQUENTLY!!
Return to Search - brings you back to the search page so that you can search for another record.
Next in List - brings you to the next record in the search result list. This is especially helpful when you are approving time sheets.
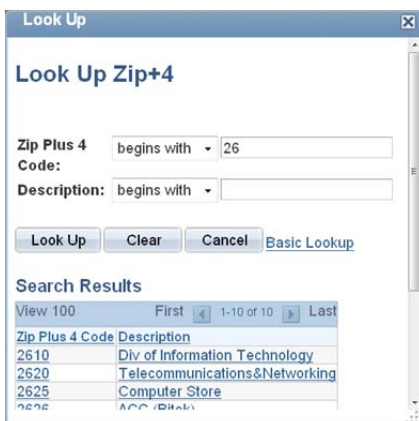

You may see the word **_Processing_** blinking in the right upper corner of the window. You cannot do anything until it stops blinking.

Using the Lookup Function 🔍

Some fields have a magnifying glass (**Lookup** button) next to them. Click this button to go to the *Lookup* page for this field.

Zip+4: [____] 🔍

Look Up ⊠	**In this example we are looking up 4-digit Zips**:
Look Up Zip+4	Click the **Lookup** button on this page and a list of valid values will be displayed.
Zip Plus 4 Code: begins with ▾ 26	
Description: begins with ▾ [____]	Use the **arrows** or **View All** to scroll through the choices.
Look Up Clear Cancel Basic Lookup	Click a value to select it.
Search Results	Or, click **Cancel** to return to the original page without selecting a value.
View 100 First ◄ 1-10 of 10 ► Last	
Zip Plus 4 Code Description	Click **Clear** to clear the search and start over.
2610 Div of Information Technology	
2620 Telecommunications&Networking	
2625 Computer Store	
2626 ACC (Ritek)	