FAST TIPS Newsletter

Financial Services | UNIVERSITY OF TORONTO

How to Change the Default Layout and Display Hidden Fields in the Document Display Screen

FAST Tips

Simulation

How to Change the Default Layout and Display Hidden Fields in the Document Display Screen

FAST Team,
Financial Services Dept.
University of Toronto

Learn More:

- **Reference Guide - Document Display (FB03)**

If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

How to Attach Electronic Documents to FIS Transactions

repeat tip

Update since initial tip: You can now **attach colour scanned electronic documents** to FIS transactions.
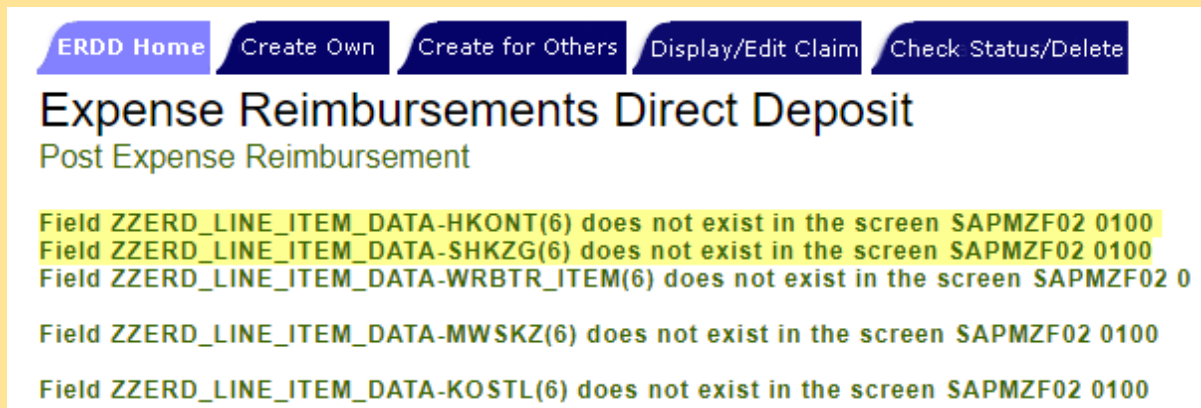
Learn More:

- **Reference Guide -** Electronic Imaging and SAP Documents

- **Reference Guide/Simulation -** Create Workflow Purchase Order (PO) valued greater than $25K (Single Account Assignment)
- **Reference Guide/Simulation -** Create Workflow Lease Purchase Order valued greater than $25K

If you have any trouble viewing this simulation, please contact fast.help@utoronto.ca.

ERDD on the Web Error Message

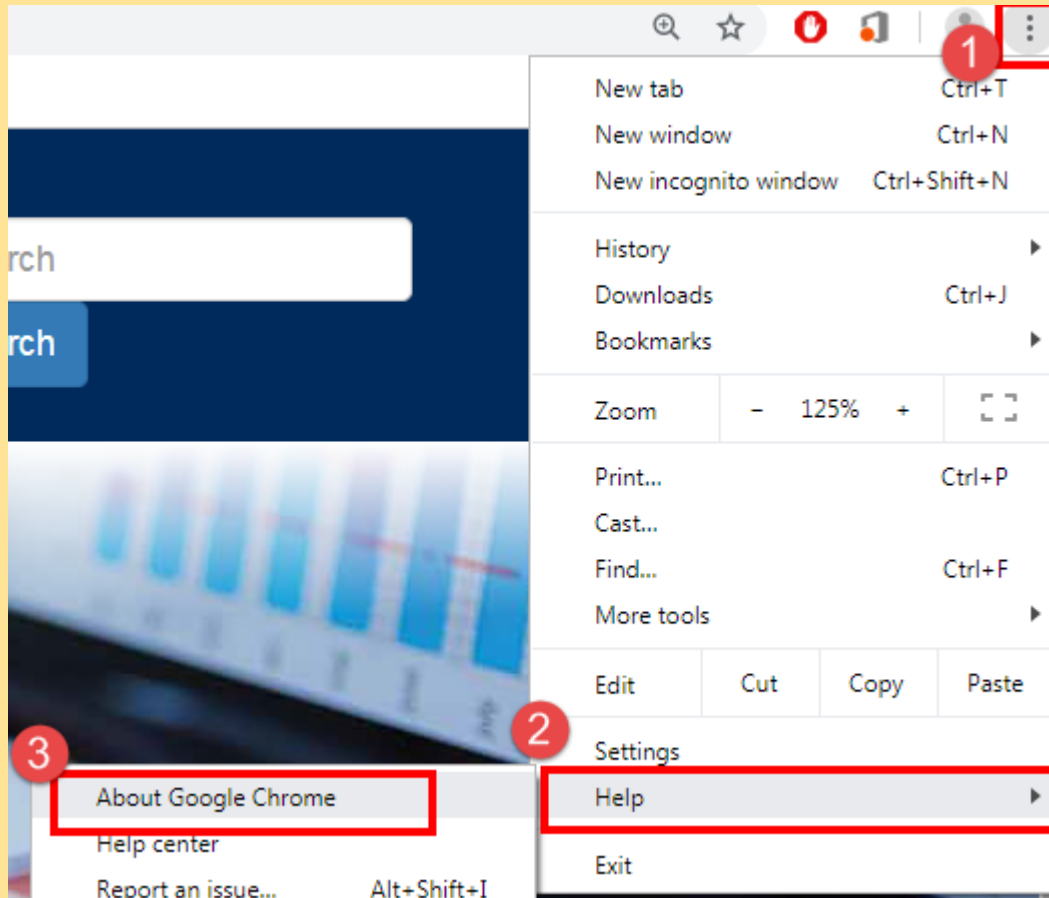If you attempt to post an ERDD on the Web and receive an error message similar to the one shown below:

We recommend the following steps to help resolve the issue:

1. **Clear the browser cache**
2. **Try a different browser** i.e. Chrome, Internet Explorer

3. **In Chrome, confirm that your version is the latest** i.e. go to the top right-hand corner and click on the 3 dots. Select Help/About Google Chrome. Update if necessary

If this does not resolve the issue, please contact your FAST team representative for further assistance.

Learn More:

- **Reference Guide** - ERDD on the Web Create
- **Reference Guide** - ERDD on the Web (Display, Edit, Check Status or Delete Saved Document

SUMMER HOURS!

Just a reminder that **summer hours officially begins on Tuesday, July 2nd**, and runs until Labour Day.

FAST Team support will correspond with summers and be available from **8:45am - 4:30pm**. For more information, please refer to the HR site for holiday scheduling.

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session
Location: 256 McCaul St

Thursday, July 11, 2019 | 12:30pm - 2pm | FIS & HRIS | room 109
Tuesday, July 23, 2019 | 11:30am - 1pm | FIS & HRIS | room 103

Requesting Ideas for FAST Tips Articles/Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

PROVIDE FEEDBACK

fast.help@utoronto.ca