



PERFORMANCE SUPPORT:
CORE FINANCIALS
ELECTRONIC PERFORMANCE
SUPPORT
DESIGN DOCUMENT
[Stanford University](#)

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0 Document Control

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1 Introduction

Purpose

This design document provides information about the design and development of an Internet-based performance support system, referred to in this document as the Core Financials Electronic Performance Support (EPS). The design document includes details on EPS architecture and the graphical user interface. This document is intended for use by the members of the Stanford Core Financials EPS implementation team, the system developers, and the review teams.

The RWD document number for this document is RWD-R-1310.

Scope

This design document provides the baseline for the development of the Core Financials Electronic Performance Support based on the requirements outlined in the Requirements Document for the Core Financials Electronic Performance Support. This document includes design details for EPS architecture and screen layouts.

References

This design document is part of the Stanford University Core Financials Electronic Performance Support project. The following documents are related to this specification and should be referenced when appropriate:

- Stanford University Core Financials Project Plan
- Stanford University Core Financials Development Standard
- Requirements Document for the Core Financials Electronic Performance Support, RWD R-1032
- HTML Prototype as of 6/5/98 at [HTTP://coreinfo.stanford.edu](http://coreinfo.stanford.edu)

Organization of the Software Design Specification

The information in this design document is organized in sections as follows:

- Section 1, Introduction, defines the scope and purpose of the design document.
- Section 2, System Description, provides the definition and characteristics of intended users.
- Section 3, Architecture, presents the overall EPS architecture envisioned to support a full implementation of the Core Financials Electronic Performance Support. This section addresses the user interface, content, and navigation requirements of the system.
- Section 4, Screens, presents the graphical user interface (GUI) associated with the Core Financials Electronic Performance Support. This section contains a detailed presentation of the primary screens an on-line system user will utilize, and where available includes a graphic of each screen followed by a description of the controls available on the screen.
- Section 5, System Development, describes the methodologies, processes, and tools used to develop the Core Financials Electronic Performance Support.
- Section 6, Miscellaneous Design Issues, addresses issues including initial installation and the standards and conventions used in the design of the Core Financials Electronic Performance Support.

Revisions

This document provides a thorough treatment of the Core Financials Electronic Performance Support design specifications based on the requirements outlined in the Requirements Document for the Core Financials Electronic Performance Support. Any modifications to the requirements or design specifications of the EPS during the course of the project will have an impact on this design document and, as such,

will have an impact on the schedule and cost associated with the project.

- Any revisions to this document will be deliberate. Revisions will be issued in a controlled manner to ensure that all applicable personnel have an up-to-date copy of the Design Document.

Assumptions and Dependencies

The following assumptions and dependencies apply to the design and development of the Core Financials Electronic Performance Support:

- Stanford University is responsible for the authorship and validity of certain source documents that will be accessed via the Core Financials Electronic Performance Support, as specified in Section 4.
- As presented in the Requirements Document, RWD will perform the necessary conversion of project-generated source documents to Internet-based files for the production and delivery of the initial version of the Core Financials Electronic Performance Support.
- All source materials authored by the RWD development team will be verified for accuracy by Stanford University.
- Once the Core Financials Electronic Performance Support is implemented, Stanford University will assume responsibility for maintaining the content and functionality of the system.
- The Core Financials Electronic Performance Support requires the Internet and an HTTP server in order to function.
- Client workstations must have TCP/IP connectivity to the Stanford University Internet and be able to access the Core Financials Electronic Performance Support via a web server.
- This document relies on the acceptance of the HTML prototype at [HTTP://coreinfo.stanford.edu](http://coreinfo.stanford.edu). All discussion around functionality in this document pertains to the look, feel, code, and arrangement of this site.

- Site creation will employ manual web site creation techniques and delivery to end users will occur via standard static web page mechanics.
- Specific third party software, Netscape Navigator™ and/or Microsoft Internet Explorer™, is required to run the Core Financials Electronic Performance Support. Any software defects (bugs) in these third party software products could impact the performance and operation of the Core Financials Electronic Performance Support. RWD is not responsible for the occurrence or correction of problems with third party software; however, we will conduct a high-level analysis and provide recommended options for working around or avoiding such difficulties. Depending on the depth of problems, the completion of the analysis will be considered outside the scope of this project.

2 System Description

System Objective

The objective of the Core Financials EPS is to provide Core Financials performance support to Stanford University employees in the Core Financials business area. The EPS should address the following primary requirements:

- Provide web-based Core Financials performance support via the Stanford University Internet.
- Provide one navigation path to Core Financials task information: work processes. Provide the framework for two additional navigation paths: functional areas, and financial roles.
- Provide access to task-based work instructions, conceptual materials, and related financial role-specific information.

Concept of Operation

The Core Financials Electronic Performance Support will be deployed as an Internet-based system consisting of Hypertext Markup Language (HTML) files commonly used in Internet-based applications. Stanford University will supply and maintain the Internet system on which the Core Financials Electronic Performance Support will be deployed. This Internet system will be comprised of a web server and a collection of clients communicating with the server via TCP/IP.

To access the Core Financials Electronic Performance Support, Stanford University end users will use personal computer hardware and software as specified in the Requirements Document for the Core Financials Electronic Performance Support.

Access to Core Financials support materials within the Core Financials Electronic Performance Support will be provided through three primary navigation paths: Work Processes, Functional Areas, and Financial Roles. (By direction of Stanford University, the latter two path design specifications will not be created by RWD for the June 29, 1998 delivery deadline.)

- The Work Processes navigation path allows the user to drill down from a list of Core Financials work process areas to screen flow diagrams. The screen flow diagrams contain links to work instructions. The user may click on the appropriate area in the diagram to view the work instruction.
- The Functional Area navigation path allows the user to select a particular Core Financials functional area. Contained under each functional area is a list of work processes particular to the functional area. The user may click on the appropriate work process to view the screen flow diagram. The user may then click on the appropriate area in the diagram to view the work instruction.
- The Financial Role navigation path allows the user to access information organized by financial role description. The user may select from a list of Financial Roles and descriptions provided by Core Financials. Once a role is selected, a list of work processes relevant to that role is displayed. The user may click on the appropriate process to view the screen flow. The user may then click on the appropriate area in the diagram to view the work instruction.

Core Financials Electronic Performance Support will provide Core Financials performance support materials which will consist of Hypertext Markup Language (HTML) documents. End users will be able to access performance support materials by navigating from the Core Financials Electronic Performance Support Main page.

Core Financials Electronic Performance Support will provide the following types of performance support materials:

- Work Instructions for Core Financials Tasks
- Screen Flow Diagrams for Core Financials Tasks
- Context Information for Core Financials Tasks
- Overview Concept Slide Presentations
- Job Aids for Core Financials Tasks
- Exercises for Core Financials Tasks will be provided by Stanford for a later release of the Core Financials system.
- Stanford Specific Support Materials

System Users

Core Financials Electronic Performance Support users are categorized into two groups based on their usage characteristics: general users and content administrators.

General Users

The majority of potential Core Financials Electronic Performance Support users may be classified as general users. Although the users in this group may be further divided into functional subgroups, the Core Financials Electronic Performance Support will be constructed to provide all users with equal access to all available support information.

EPS Site Administrators

This group of one or more persons at Stanford University will maintain and update the Core Financials Electronic Performance Support site as required. EPS Site Administrators are expected to have a working knowledge of the systems, applications, languages, and standards used to develop the system content. This working knowledge includes, but are not limited to, the following:

- Hypertext Markup Language (HTML) version 3.2
- JavaScript version 1.1
- Microsoft Windows 95
- Microsoft Word 95
- Microsoft PowerPoint 97
- Netscape Navigator version 3.0
- Visio 5.0 Technical
- Web site maintenance
- Relative vs. Absolute hyperlinks
- Creating, modifying, inserting, and optimizing graphics for the world wide web

3 Architecture

The proposed architecture is designed for the near-term requirements and long-term needs. Implementation of the proposed architecture lays the foundation for development and future enhancements to the Core Financials Electronic Performance Support.

Internet System Architecture

Stanford University will be responsible for supplying and maintaining the Internet system on which the Core Financials Electronic Performance Support will be deployed. This Internet system will be comprised of a web server and a collection of clients communicating with the server via TCP/IP. The performance of the Core Financials Electronic Performance Support will depend, to a great extent, on the performance of the Internet system. Therefore, it is recommended that the hardware and software specifications for the various components of the Internet system architecture adequately address the performance demands of the system.

Client Hardware/Software Specifications

The minimum client Wintel hardware requirements for the Stanford Administrative systems, which includes Core Financials EPS, consist of the following:

- Personal computer with a 486 processor operating at 66 MHz or higher
- 32 MB of memory
- Monitor with 800 x 600 pixel or higher resolution and 256-color capability

The minimum client Apple Macintosh or compatible hardware requirements for the Stanford Administrative systems, which includes Core Financials EPS, consist of the following:

- Centris or Quadra (or similar configuration)
- 32 MB of memory
- 15" Monitor with 256-color capability

Both computer platforms should additionally provide the following:

- TCP/IP connection to the Stanford Internet
- Microsoft Mouse or compatible pointing device

The standard Operating System (OS) software to run the Stanford Administrative systems, which includes Core Financials EPS, is Windows 95, Windows NT, or Macintosh OS. Client hardware and software will be obtained and maintained by Stanford University independently of the scope of the Core Financials Electronic Performance Support.

Server Hardware/Software Specifications

The Core Financials Electronic Performance Support requires an HTTP server equipped with a minimum of 500Mb disk storage space to accommodate all files required by the Core Financials Electronic Performance Support. (If multiple production stages are to be used, multiply the number of stages by 500Mb to determine the required space.) This server will be obtained and maintained by Stanford University independently of the scope of the Core Financials Electronic Performance Support.

User Interface

The user interface for the Core Financials Electronic Performance Support will be developed using the visual capabilities of HTML version 3.2. The Netscape Navigator 3.0 browser application, running on the Windows 95, Windows NT, or Macintosh operating systems, provides the primary user interface to the system.

General Content

Content for the Core Financials Electronic Performance Support will consist of a collection of HTML files and graphics. Original source documents to be converted to HTML will be Microsoft Word 95 documents, Visio diagrams, and Microsoft PowerPoint 97 presentations. These content files will be developed in accordance with the standards and conventions described in the Stanford University Development Standard.

Content Files

Table 3.0 below summarizes the different functional areas represented in the EPS and the naming convention for each area.

Table 3-0. Functional Area naming conventions

Functional Area - <i>fff</i>	Naming convention
Web Expense Journal	WEJ
10SC Basics	TFA
10SC Reporting	TRE
10SC Journals	TJO
Web Fund Transfer	WFT
Web Budget Revisions	WBR
Web Basics	WGO
Financial Management	FIN

Table 3.0.1 below summarizes the different document types and the naming convention for each type.

Table 3-0.1. Document type naming convention

Document type - <i>t</i>	Naming convention
Job aids	J
Concepts	C
Data request forms	D
Screen flows	F
Instructor notes	I
Process map	M
Participant guide	P
Work instruction	W
Exercise	X

The source file types that will be converted into HTML for viewing within the EPS have extensions as labeled in table 3.0.2.

Table 3-0.2. Source file types and file name extensions

Source file types - <i>zz</i>	File name extension
Word	DOC
Powerpoint	PPT
Visio	VSD
Excel	XLS

The naming convention used within the EPS therefore has the following components:

Functional area + Document type + Index number + module number + "." + File extension

The notation for this in the following tables is `FFFTiiXX.ZZZ` which describes all pertinent information of the source documents. When a document is converted to HTML, only the `ZZZ` suffix is changed (i.e., to `HTM`).

Table 3-1 provides a summary of the Core Financials Electronic Performance Support content including development format, presentation format, and file-naming convention. Further details on the file-naming convention can be found in the Stanford University Development Standard.

Table 3-1. Core Financials Electronic Performance Support Content

Content	Development Format	Presentation Format	File Naming
Main Page	HTML	HTML	INDEX.HTM
List of Work Processes	HTML	HTML	IDX_WP <i>ii</i> .HTM <i>ii</i> - Index
Functional Areas (index)	HTML	HTML	IDX_FA00.HTM
List of Functional Areas	HTML	HTML	IDX_FA <i>ii</i> .HTM
Financial Roles (index)	HTML	HTML	IDX_FR00.HTM
List of Financial Roles	HTML	HTML	IDX_FR <i>ii</i> .HTM
Screen Flow	Visio Drawing (vsd)	HTML	<i>fffFiiXX</i> .HTM <i>fff</i> - Work Process Area <i>ii</i> - Index <i>XX</i> - module number WEJF0101.HTM (example)
Work Instruction	Microsoft Word (doc)	HTML	<i>fffWiiXXpp</i> .HTM <i>fff</i> - Work Process Area <i>ii</i> - Index/Document Nr. <i>XX</i> - module number <i>pp</i> - page number WEJW010102.HTM (example)

NOTE: Files associated with the Core Financials Electronic Performance Support will be named using lowercase characters. No spaces will be used in the file names.

Content	Development Format	Presentation Format	File Naming
Work Process Context (about information)	Microsoft Word (doc)	HTML	<i>fffTiiXX_C.HTM</i> <i>fff - Work Process Area</i> <i>ii - Index</i> <i>XX - module number</i> WEJW0101_C.HTM (example)
Concept Slide Presentation (Overviews)	Microsoft PowerPoint Presentation (ppt)	HTML using default PowerPoint 97 HTML conversion functionality	<i>fffCiXX.HTM</i> <i>fff - Work Process Area</i> <i>ii - Index</i> <i>XX - module number</i> WEJC0101.HTM (example)
Exercise Documents	Microsoft Word (doc)	HTML	<i>fffXiXX.HTM</i> <i>fff - Work Process Area</i> <i>ii - Index</i> <i>XX - module number</i> WEJE0101.HTM (example)
Instructor Guide (In support of Core Financials EPS)	Microsoft Word Document (doc)	Microsoft Word Document (doc)	<i>fffIGii.DOC</i> <i>fff - Work Process Area</i> <i>ii - Index</i>

NOTE: Files associated with the Core Financials Electronic Performance Support will be named using lowercase characters. No spaces will be used in the file names.

Content	Development Format	Presentation Format	File Naming
Job Aid	Microsoft Word Document (doc) or TBD	HTML	<i>fffJiXX.HTM</i> <i>fff - Work Process Area ii - Index XX - module number</i> WEJJ0101.HTM (example)
New	HTML	HTML	NEW.HTM
Search Information	HTML	HTML	SEARCH.HTM
Help Information	HTML	HTML	HELP.HTM
Tools	HTML	HTML	TOOLS.HTM
Contact Information	HTML	HTML	CONTACT.HTM
Glossary	HTML	HTML	GLOSSARY.HTM
Frequently Asked Questions	HTML	HTML	FAQ.HTM
Policies and Procedures	HTML	HTML	POL_PROC.HTM
@ Work Resources	HTML	HTML	WKRESRCE.HTM
Stanford Resources	HTML	HTML	RESOURCE.HTM
Help Desk	HTML	HTML	HELPDSK.HTM

NOTE: Files associated with the Core Financials Electronic Performance Support will be named using lowercase characters. No spaces will be used in the file names.

Content	Development Format	Presentation Format	File Naming
Site Map	HTML	HTML	SITEMAP.HTM
What's New	HTML	HTML	WHTNEW.HTM
Optimizing the Electronic Performance Support Tool	HTML	HTML	OPTMZEPS.HTM
Using the Electronic Performance Support - An Orientation	HTML	HTML	ORINTEPS.HTM

NOTE: Files associated with the Core Financials Electronic Performance Support will be named using lowercase characters. No spaces will be used in the file names.

Content	Development Format	Presentation Format	File Naming
Work Process Graphics	Visio	HTML	fffWiiMMXX.gif where XX = button number starting with 00
Screen Flow Graphics	Visio	HTML	fffiiMM.gif
Process Map Graphics	Visio	HTML	ffMiiMM.gif

NOTE: Files associated with the Core Financials Electronic Performance Support will be named using lowercase characters. No spaces will be used in the file names.

All other graphic elements within the EPS, whether used to enhance usability or to increase visual appeal, do not adhere to any particular naming convention. These elements are the product of both RWD and MVP (Stanford) development activities.

Directory Structure

Content files for the Core Financials Electronic Performance Support will be stored in a central location using a hierarchical directory structure. This directory structure utilizes a modular approach, improving the efficiency and flexibility of the system by:

- Allowing sections of content to be added or removed when necessary
- Enabling simple page-to-page navigation via relative addressing

Refer to Figure 3-1 for a graphical depiction of the directory structure.

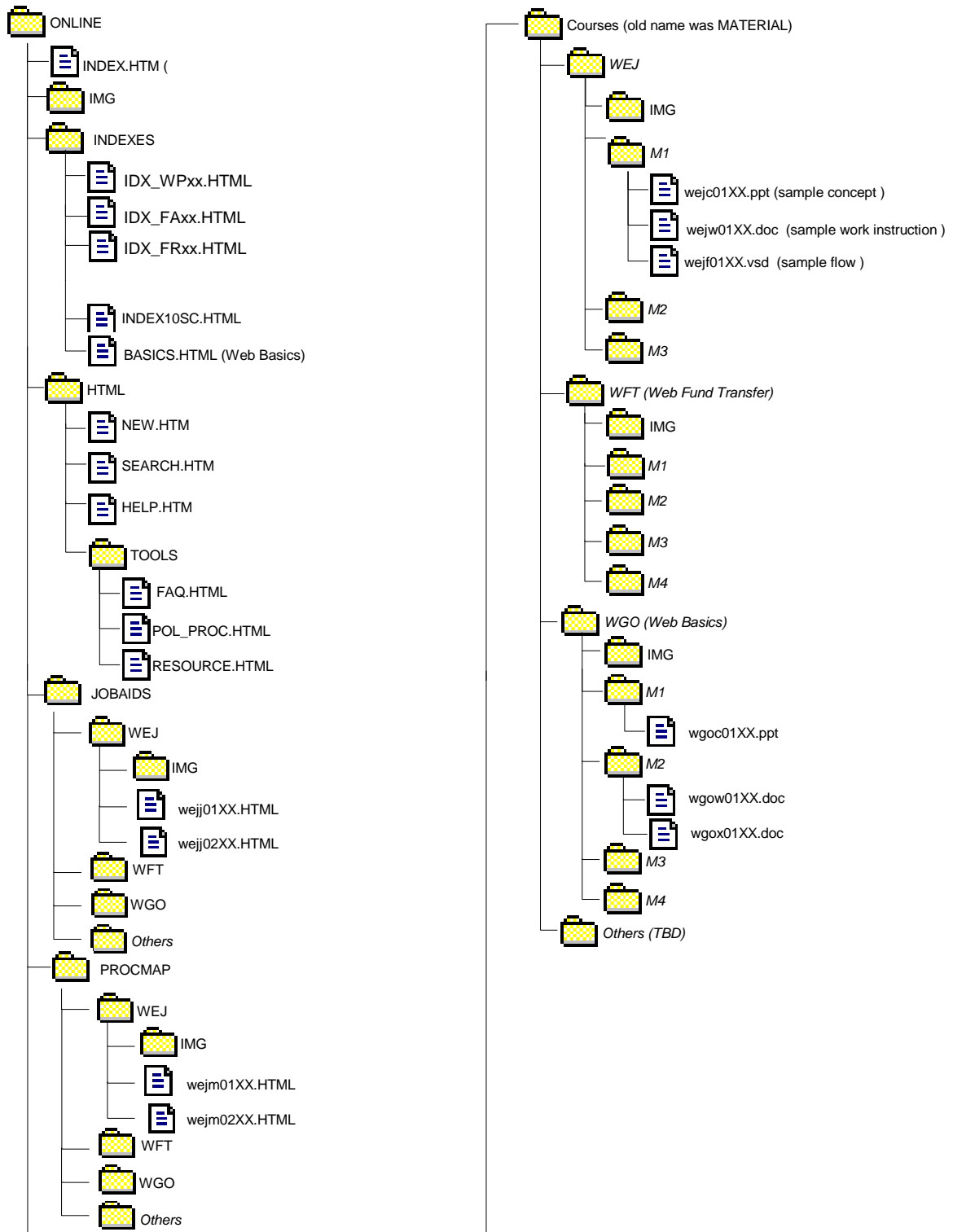


Figure 3-1. System Content Directory Structure

Navigation

Navigation through the three discrete navigation paths will be implemented on a screen-by-screen basis via hypertext links and mapped image links. The following illustrations (figures 3-2, 3-3, and 3-4) graphically depict the system navigation. To simplify the development and maintenance of the system, no links between the navigation paths will be implemented.

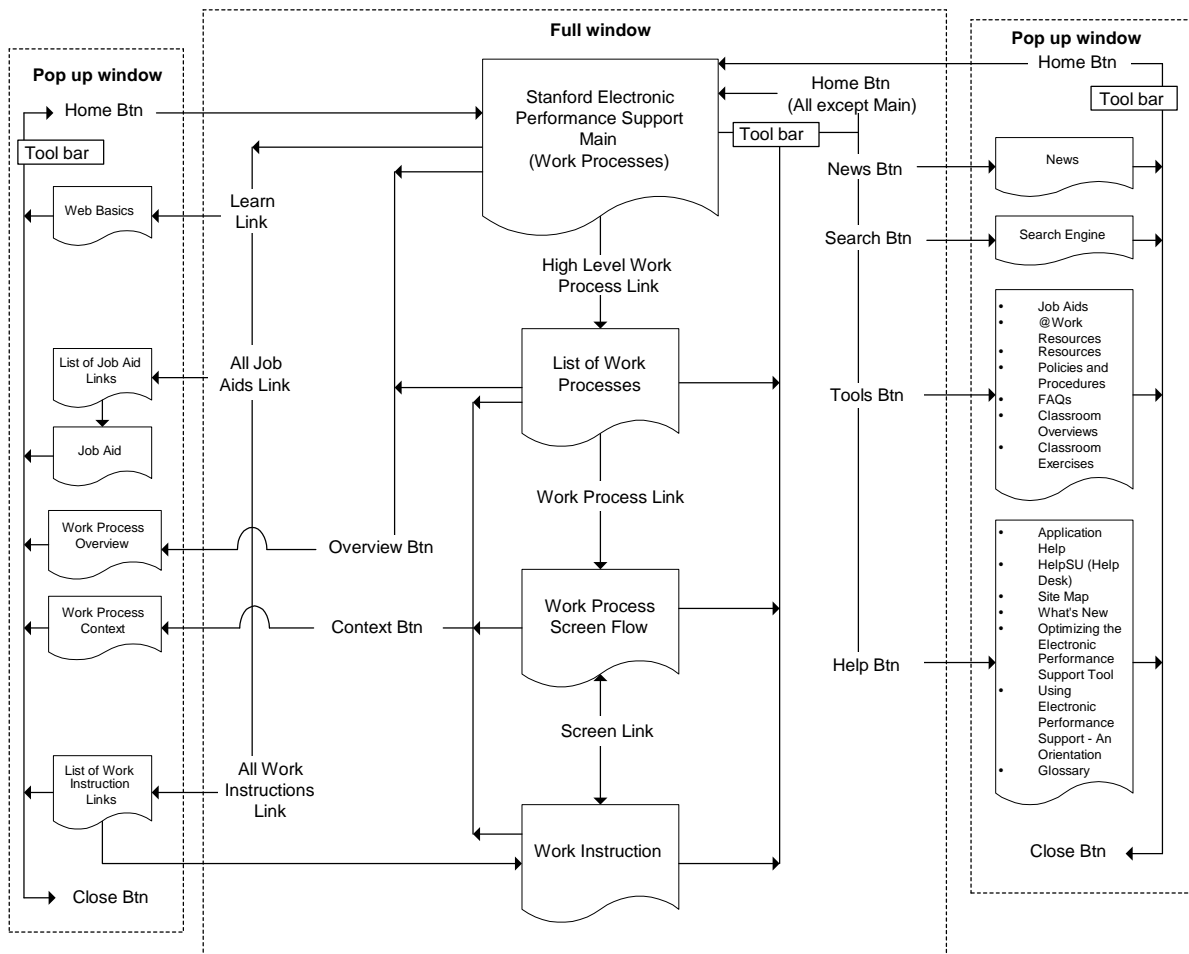


Figure 3-2. Process Map Navigation

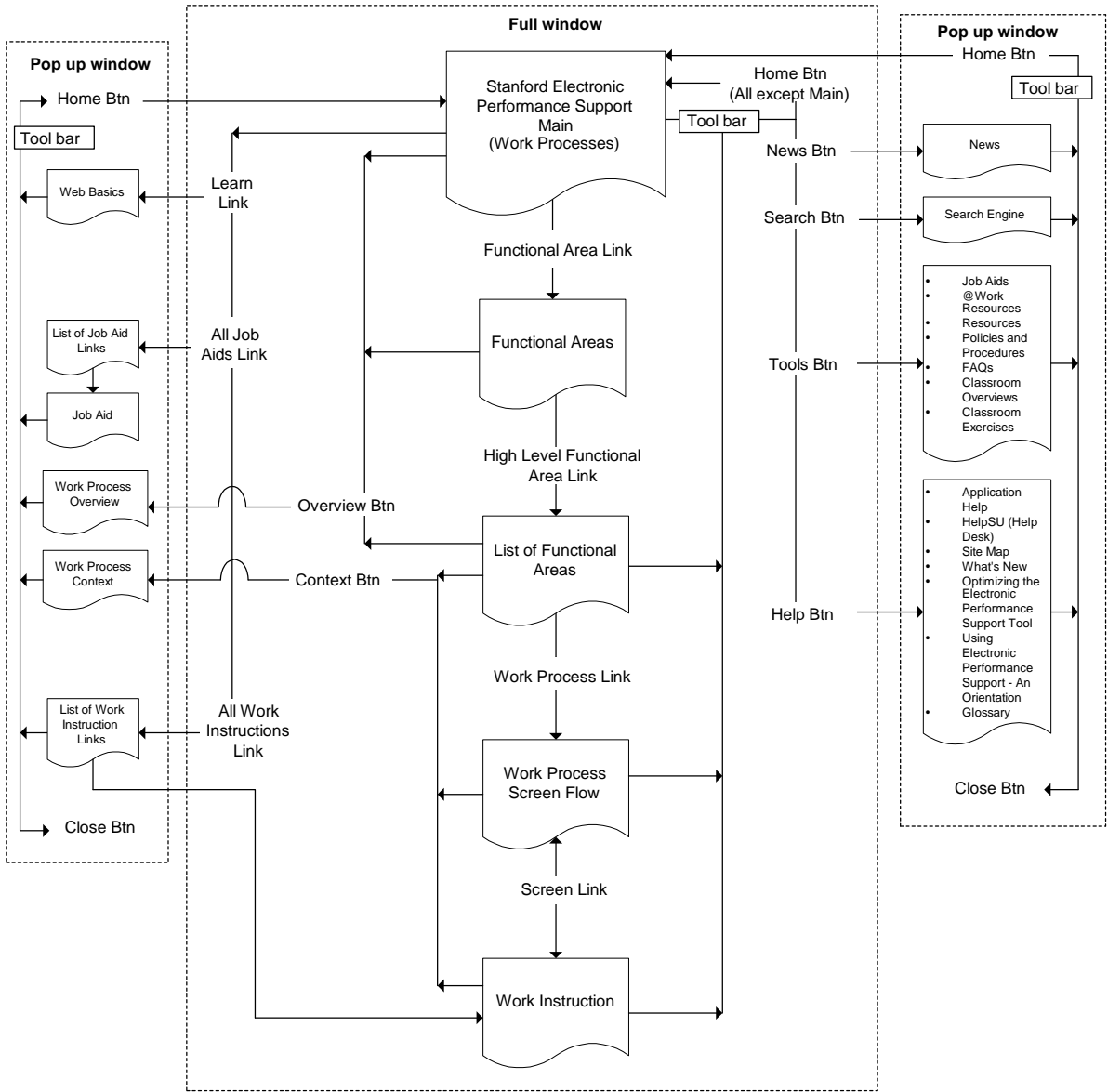


Figure 3-3. Functional Area Navigation

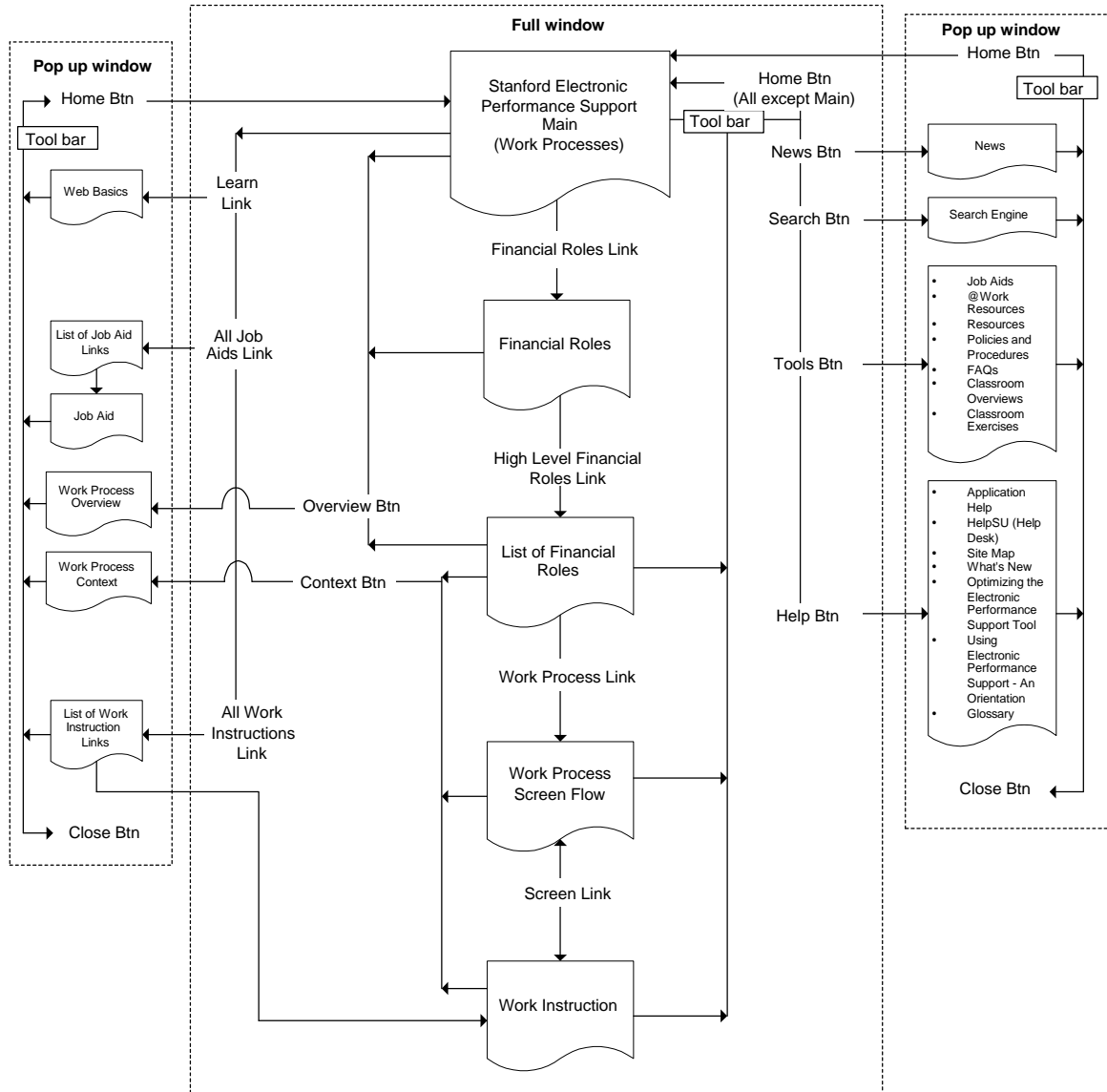


Figure 3-4. Financial Role Navigation

4 Screens

All of the primary screens or pages associated with the Core Financials Electronic Performance Support are described in detail in this section. The function of each screen is briefly described. When available, an illustration of the screen is provided, along with a description of each available element.

Main Page

The Main (Home) page is the primary navigation point for the system, providing links to each of the available navigation paths. Figure 4-1 shows the Main page. Table 4-1 describes the elements and associated event responses contained in the Main page.



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Figure 4-1. Main Page

Table 4-1. Main Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Navigation bar graphic	Image	None
Work Process list (high level)	Hypertext Link	Displays the Work Process list (details)
Functional Areas	Hypertext Link	Displays the Functional Areas list (high level)
Financial Roles	Hypertext Link	Displays the Financial Roles list (high level)
Box graphic	Image	None
Learn How	Hypertext Link	Displays the Core Financials Web Transaction Skills course
All Job Aids	Hypertext Link	Displays a list of links to all Job Aids
All Work Instructions	Hypertext Link	Displays a list of links to all Work Instructions
Explain Key	Hypertext Link	Displays a Key explanation page of graphic hypertext links.
Process graphic ([P])	Hyperlink Image	Displays a process map that is a graphical depiction of the Core Financials process for a particular heading relative to the Work Process link it is positioned with
Overview graphic ([O])	Hyperlink Image	Displays the Overview Concepts relative to the Work Process link it is positioned with
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with

Help Page

The Help page provides basic information about the Core Financials Electronic Performance Support. Figure 4-2 shows the Help page. Table 4-2 describes the elements and associated event responses contained in the Help page.



Help

- [HelpSU \(Help Desk\)](#)
- Site Map
- What's New (Future)
- Optimizing the Electronic Performance Support Tool
- Using Electronic Performance Support - An Orientation
- [Contacts](#)
- Glossary

PC/Mac Leland

- [PC](#)
- [Mac](#)
- Use 'Administrative User' Settings

Figure 4-2. Help Page

Table 4-2. Help Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
HelpSU (Help Desk)	Hypertext Link	Links to the Stanford Help Desk page
Site Map	Hypertext Link	Links to the site map page
What's New	Hypertext Link	Links to the What's New page
Optimizing the Electronic Performance Support Tool	Hypertext Link	Links to information about optimizing the EPS page
Using Electronic Performance Support - An Orientation	Hypertext Link	Links to an orientation page
Contacts	Hypertext Link	Links to the contact information page
Glossary	Hypertext Link	Links to the glossary page
PC/Mac Leland	Text	None
PC	Hypertext Link	Links to the Help for PC page
Mac	Hypertext Link	Links to the Help for Mac page
Use 'Administrative User' Settings	Hypertext Link	Links to the Settings Help for Administrative Users page

New Page

The New page provides basic information about What's New in the Core Financials Electronic Performance Support. Figure 4-3 shows the Help page. Table 4-3 describes the elements and associated event responses contained in the New page.

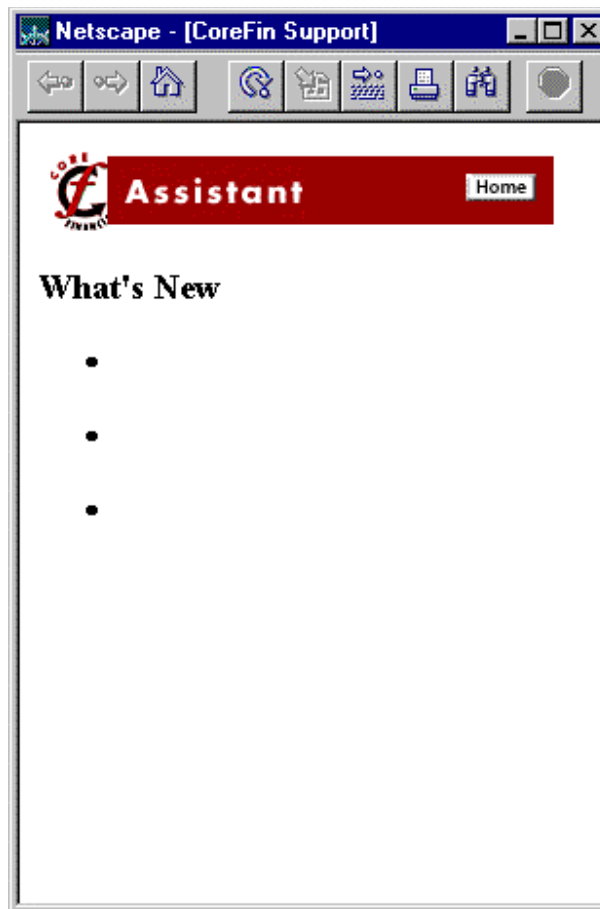


Figure 4-3. New Page

Table 4-3. New Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
What's New text	Text	None

Search Page

The Search page provides search functionality to the Core Financials Electronic Performance Support and is based on Stanford's InfoseekSM search engine. Figure 4-4 shows the Search page. The Search page also provides users extended search capabilities by allowing the search to include indexed information of other Stanford web pages. Table 4-4 describes the elements and associated event responses contained in the Search page.

Search

To perform a search type a word or phrase in the box below

Search this site only

Search the sites selected below

- Portfolio
- Admin Guide
- Cfj lsfj sldfj,sldf j,sld
- Dlkadj lkjdsf ;ladsfkfjals
- E djflksdjflkfj;lsdfkj;slk

Begin search

Figure 4-4. Search Page

Table 4-4. Search Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Search text instructions	Text	None
Text field	Field	Receives user entered search words
Enhanced search function check boxes	Check box	Turns on or off enhanced search functions
Begin search button	Hyperlink Image	Begins search on user entered words on index to site and on other selected areas (i.e., check boxes)

Tools Page

The Tools page provides additional information to using the Core Financials Electronic Performance Support. Figure 4-5 shows the Tools page. Table 4-5 describes the elements and associated event responses contained in the Tools page.



Figure 4-5. Tools Page

Table 4-5. Tools Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Job Aids	Hypertext Link	Displays Job Aids List page
@ Work Resources	Hypertext Link	Opens Stanford resource page
Related Sites	Hypertext Link	Opens links to other Stanford resource pages
Policies and Procedures	Hypertext Link	Opens to Stanford Policies and Procedures pages
FAQs	Hypertext Link	Displays Frequently Asked Questions (FAQ) page
Classroom Exercises	Future Hypertext Link	Will display exercises to support learning Stanford's Core Financials System

FAQ Page

The FAQ (Frequently Asked Questions) page provides additional information to using the Core Financials Electronic Performance Support. Figure 4-6 shows the FAQ page. Table 4-6 describes the elements and associated event responses contained in the FAQ page.

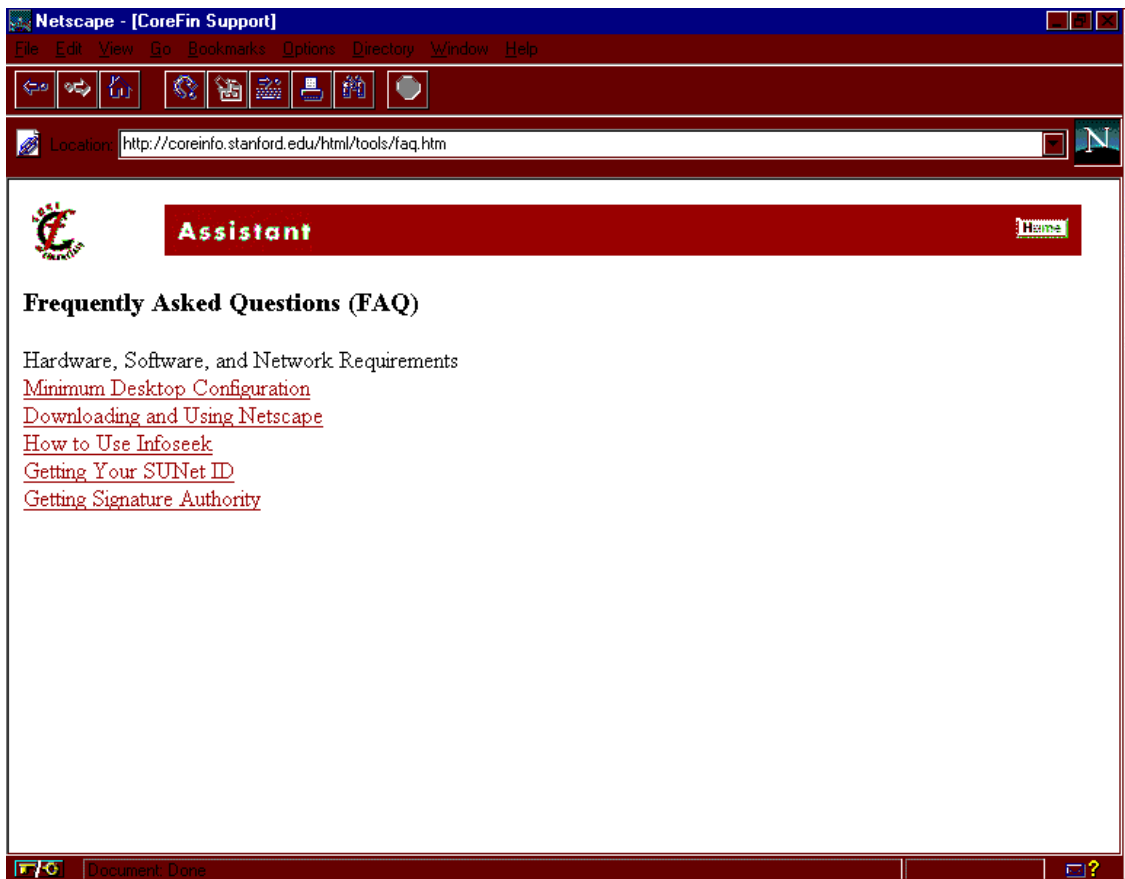


Figure 4-6. FAQ Page

Table 4-6. FAQ Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Topic titles	Hypertext Links	Opens to question and answer text

Policies and Procedures Page

The Policies and Procedures page provides additional information to work related to Stanford Core Financials. Figure 4-7 shows the Policies and Procedures page. Table 4-7 describes the elements and associated event responses contained in the Policies and Procedures page.

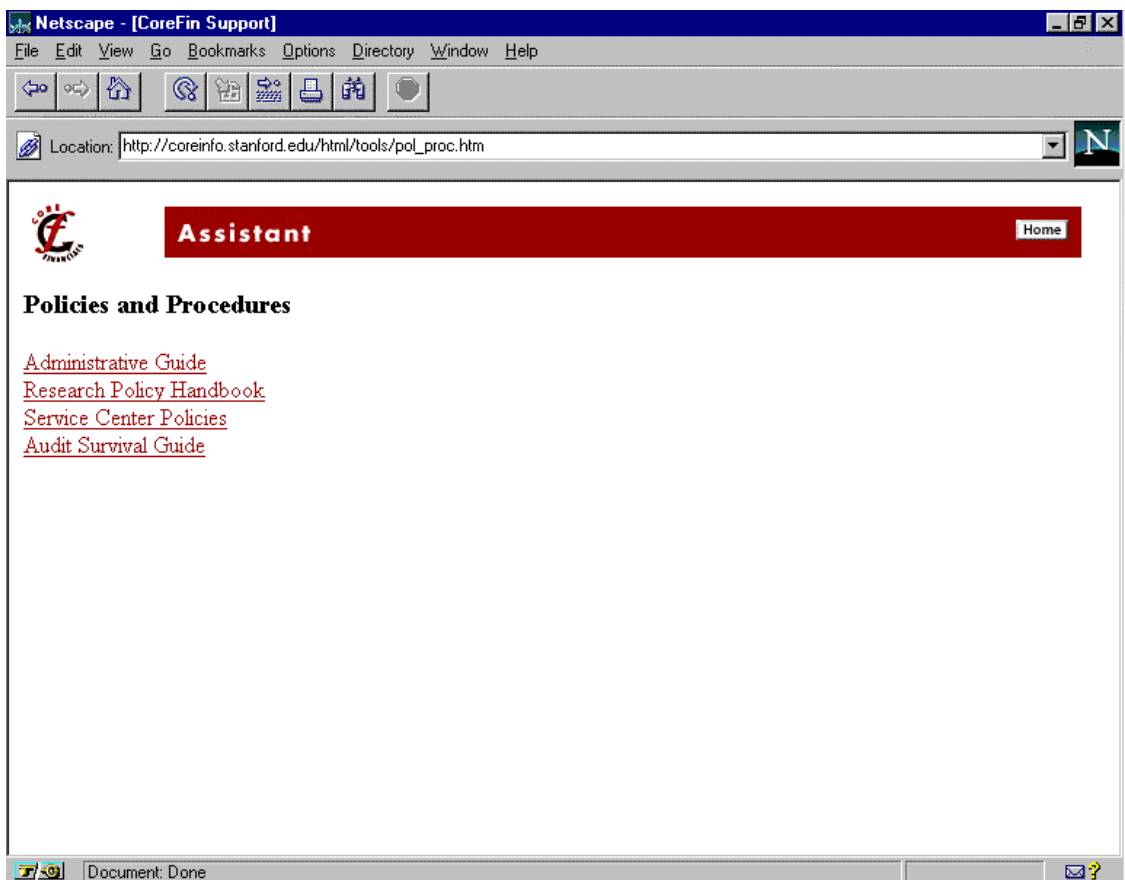


Figure 4-7. Policies and Procedures Page

Table 4-7. Policies and Procedures Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Topic titles	Hypertext Links	Opens other Stanford pages with related information

Resources Page

The Resources page provides additional information to work related to Stanford Core Financials. Figure 4-8 shows the Resources page. Table 4-8 describes the elements and associated event responses contained in the Resources page.

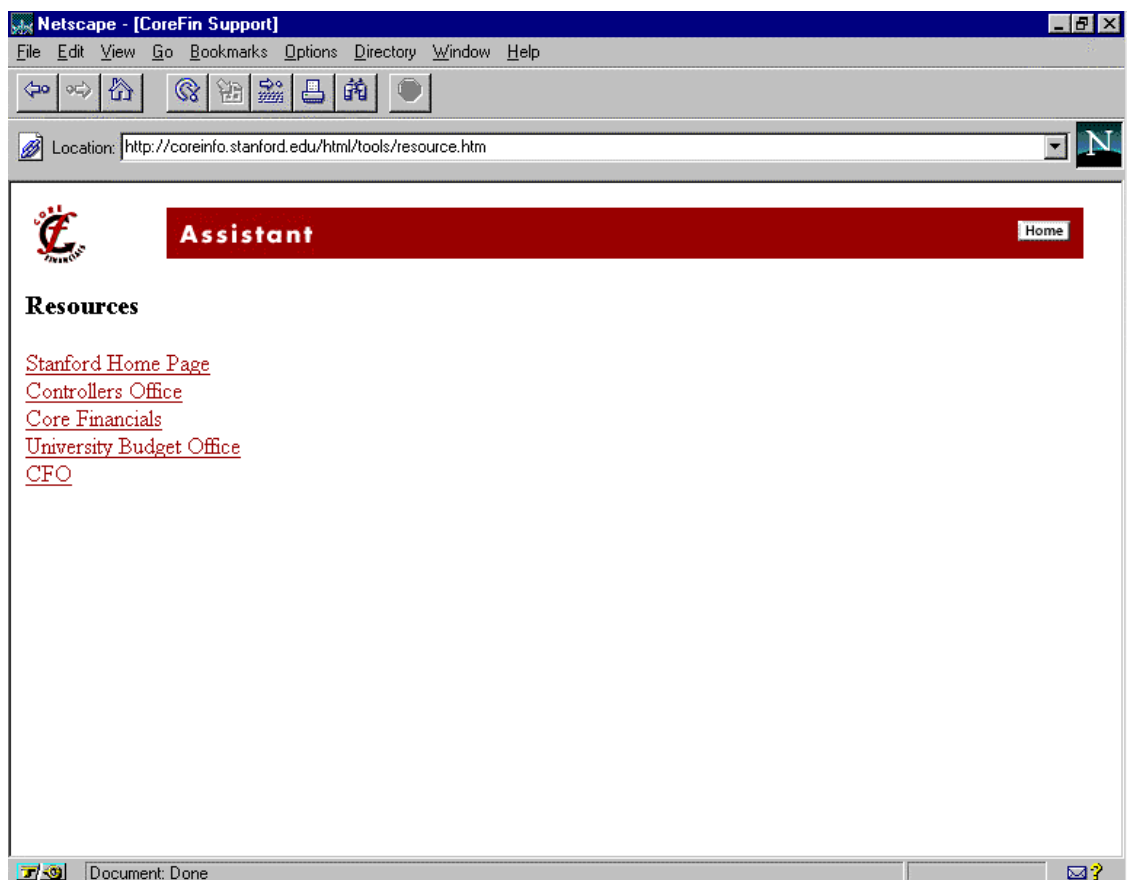


Figure 4-8. Resources Page

Table 4-8. Resources Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Topic titles	Hypertext Links	Opens other Stanford pages with related information

Job Aids List Page

The Job Aids List page provides a list of quick reference information to work instructions. Figure 4-9 shows the Job Aids List page. Table 4-9 describes the elements and associated event responses contained in the Job Aids List page.



Job Aids

Expense Journal Job Aids

[Examples of Triggers by Journal Type](#)

- Create Expense Journal and Route
- Create Allocation Templates
- Create Allocation Journal and Route

Web Basics Job Aids

- Copy
- Create Routing Templates
- Navigate Oracle Web
- Query
- Recall Forms
- Receive Notification and Approval
- Upload Information from Other Applications

Figure 4-9. Job Aids List Page

Table 4-9. Job Aids List Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Topic titles	Hypertext Links	Opens specific Job Aids

Job Aid Page

The Job Aid page provides quick reference information related to work instructions. Figure 4-10 shows the Job Aid page. Table 4-10 describes the elements and associated event responses contained in the Job Aid page.

Image is not available.

Figure 4-10. Job Aid Page

Table 4-10. Job Aid Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Textual information	Text	None

Exercises Page

[NOTE: THIS PAGE IS NOT YET DESIGNED AND IS NOT INCLUDED WITH THE JUNE 29 DELIVERY SCHEDULE.

Exercises will be populated after the first round of course sessions.]

The Exercises page provides exercise forms related to

Instructor/Participant Guides. Figure 4-11 shows the Exercise page.

Table 4-11 describes the elements and associated event responses contained in the Exercise page.

Image is not available.

Figure 4-11. Exercise Page

Table 4-11. Exercise Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Help page and Displays the Main page
Navigation bar graphic	Image	None
Topic titles	Hypertext Links	Opens specific exercises

Work Processes List Page

The Work Processes page provides details of a selected process in a list format. Figure 4-12 shows a Work Process page. Table 4-12 describes the elements and associated event responses contained in a Work Processes page.

The screenshot shows the 'Work Processes' page within the 'CORE Financials Assistant' application. The interface features a red header bar with navigation buttons for 'New', 'Search', 'Tools', and 'Help'. Below the header, a 'KEY' section explains icons: a 'P' for 'PROCESS MAP', an 'O' for 'OVERVIEW', and a 'C' for 'CONTEXT', with a link to 'explain key'. The main content area is titled 'Work Processes' and includes the text 'Sorted by what you want to do'. The page is organized into three main sections: 'Financial Management', 'Purchasing', and 'Payables'. Each section contains a list of tasks, many of which are accompanied by 'O' or 'C' icons. The 'Financial Management' section lists 'Approvals', 'Budget Revisions', and 'Expense Journals', with sub-items like 'Create Expense Journal and Route' and 'Adjust Non-Salary/Salary Expense Journal'. The 'Purchasing' section lists 'Available in Release 2'. The 'Payables' section also lists 'Available in Release 2'. On the left side, a sidebar provides navigation options: 'Welcome!' with a 'Learn How' button, 'Short Cuts' with 'All Work Instructions' and 'Job Aids' buttons, 'Sorting Options' with buttons for 'Work Process', 'What You Want To Do', 'Functional Areas', 'Where You Work', 'Financial Role', and 'Your Job Responsibility', and 'Central 10SC Users' which is currently unavailable. At the bottom, a copyright notice reads: '© 1998 The Board of Trustees of the Leland Stanford Jr. University. All Rights Reserved.'

Figure 4-12. Work Processes Page

Table 4-12. Work Processes Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Navigation bar graphic	Image	None
Work Process list (high level)	Hypertext Link	Displays the Work Process list (details)
Functional Areas	Hypertext Link	Displays the Functional Areas list (high level)
Financial Roles	Hypertext Link	Displays the Financial Roles list (high level)
Box graphic	Image	None
Learn How	Hypertext Link	Displays the Web Basics course
Job Aids	Hypertext Link	Displays a list of links to all Job Aids
All Work Instructions	Hypertext Link	Displays a list of links to all Work Instructions
Explain Key	Hypertext Link	Displays a Key explanation page of graphic hypertext links
Process map graphic ([P])	Hyperlink Image	Displays a process map that is a graphical depiction of the Core Financials process for a particular heading relative to the Work Process link it is positioned with
Overview graphic ([O])	Hyperlink Image	Displays the Overview Concepts relative to the Work Process link it is positioned with
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with
Work Process labels (e.g., Create Expense Journal and Route, and etc.)	Hypertext Link	Displays the screen flow diagram associated with the selected work process

Functional Areas Page

[NOTE: THIS PAGE IS NOT YET DESIGNED AND IS NOT INCLUDED WITH THE JUNE 29 DELIVERY SCHEDULE.] The Functional Areas page displays a list of all Stanford Core Financial (Oracle) functional areas. The lists serve as hyperlinks to screen flow pages displaying the screens associated with each functional area. Figure 4-13 shows the Functional Areas page. Table 4-13 describes the elements and associated event responses contained in the Functional Areas page.

Image is not available.

Figure 4-13. Functional Areas Page

Table 4-13. Functional Areas Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Navigation bar graphic	Image	None
Work Process list	Hypertext Link	Displays the Work Process list (high level)
Financial Roles	Hypertext Link	Displays the Financial Roles list (high level)
Box graphic	Image	None
Learn How	Hypertext Link	Displays the Web Basics course
Job Aids	Hypertext Link	Displays a list of links to all Job Aids
All Work Instructions	Hypertext Link	Displays a list of links to all Work Instructions
Explain Key	Hypertext Link	Displays a Key explanation page of graphic hypertext links
Process map graphic ([P])	Hyperlink Image	Displays a process map that is a graphical depiction of the Core Financials process for a particular heading relative to the Work Process link it is positioned with
Overview graphic ([O])	Hyperlink Image	Displays the Overview Concepts relative to the Work Process link it is positioned with
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with
TBD - Functional area labels	Hypertext Link	Displays the screen flow diagram associated with the selected functional areas.

Functional Areas List Page

[NOTE: THIS PAGE IS NOT YET DESIGNED AND IS NOT INCLUDED WITH THE JUNE 29 DELIVERY SCHEDULE.] The Functional Areas List page provides details of a selected area in a list format. Figure 4-14 shows a Functional Area List page. Table 4-14 describes the elements and associated event responses contained in a Work Processes page.

Image is not available.

Figure 4-14. Functional Areas List Page

Table 4-14. Functional Areas List Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Navigation bar graphic	Image	None
Work Process list (high level)	Hypertext Link	Displays the Work Process list (details)
Functional Areas	Hypertext Link	Displays the Functional Areas list (high level)
Financial Roles	Hypertext Link	Displays the Financial Roles list (high level)
Box graphic	Image	None
Learn How	Hypertext Link	Displays the Web Basics course
Job Aids	Hypertext Link	Displays a list of links to all Job Aids
All Work Instructions	Hypertext Link	Displays a list of links to all Work Instructions
Explain Key	Hypertext Link	Displays a Key explanation page of graphic hypertext links
Process map graphic ([P])	Hyperlink Image	Displays a process map that is a graphical depiction of the Core Financials process for a particular heading relative to the Work Process link it is positioned with
Overview graphic ([O])	Hyperlink Image	Displays the Overview Concepts relative to the Work Process link it is positioned with
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with
TBD ñ Functional Area Category List	Hypertext Link	Displays the screen flow diagram associated with the selected functional area.

Financial Roles Page

[NOTE: THIS PAGE IS NOT YET DESIGNED AND IS NOT INCLUDED WITH THE JUNE 29 DELIVERY SCHEDULE.] The Financial Roles page displays a list of Core Financials Release Level tasks associated with a selected module within an Core Financials functional area. Figure 4-15 shows the Financial Roles page. Table 4-15 describes the elements and associated event responses contained in the Financial Roles page.

Image is not available.

Figure 4-15. Financial Roles Page

Table 4-15. Financial Roles Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Navigation bar graphic	Image	None
Work Process list	Hypertext Link	Displays the Work Process list (high level)
Functional Areas	Hypertext Link	Displays Functional Areas list (high level)
Box graphic	Image	None
Learn	Hypertext Link	Displays the Web Basics course
Job Aids	Hypertext Link	Displays a list of links to all Job Aids
All Work Instructions	Hypertext Link	Displays a list of links to all Work Instructions
Explain Key	Hypertext Link	Displays a Key explanation page of graphic hypertext links
Process map graphic ([P])	Hyperlink Image	Displays a process map that is a graphical depiction of the Core Financials process for a particular heading relative to the Work Process link it is positioned with
Overview graphic ([O])	Hyperlink Image	Displays the Overview Concepts relative to the Work Process link it is positioned with
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with
TBD - Financial Role labels	Hypertext Link	Displays the screen flow diagram associated with the selected financial roles.

Financial Roles List Page

[NOTE: THIS PAGE IS NOT YET DESIGNED AND IS NOT INCLUDED WITH THE JUNE 29 DELIVERY SCHEDULE.] The Role Selection List page provides lists of financial roles and role categories within Stanford University. By selecting a category and role, the user may view the tasks associated with the selected role. Figure 4-16 shows the Role Selection List page. Table 4-16 describes the elements and associated event responses contained in the Role Selection List page.

Image is not available.

Figure 4-16. Financial Roles List Page

Table 4-16. Financial Roles List Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Navigation bar graphic	Image	None
Work Process list (high level)	Hypertext Link	Displays the Work Process list (details)
Functional Areas	Hypertext Link	Displays the Functional Areas list (high level)
Financial Roles	Hypertext Link	Displays the Financial Roles list (high level)
Box graphic	Image	None
Learn	Hypertext Link	Displays the Web Basics course
Job Aids	Hypertext Link	Displays a list of links to all Job Aids
All Work Instructions	Hypertext Link	Displays a list of links to all Work Instructions
Explain Key	Hypertext Link	Displays a Key explanation page of graphic hypertext links
Process map graphic ([P])	Hyperlink Image	Displays a process map that is a graphical depiction of the Core Financials process for a particular heading relative to the Work Process link it is positioned with
Overview graphic ([O])	Hyperlink Image	Displays the Overview Concepts relative to the Work Process link it is positioned with
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with
TBD - Financial Roles Category List	Hypertext Link	Displays the screen flow diagram associated with the selected financial role.

Screen Flow Diagram Page

The page displays the screen flow associated with a particular Core Financials task. This screen flow serves as the primary navigation point for accessing the Core Financials work instruction information. Each screen in the screen flow diagram functions as a hyperlink to an associated set of Core Financials work instruction steps. Figure 4-17 shows the Screen Flow Diagram page containing the screen flow. Table 4-17 describes the elements and associated event responses contained in a Screen Flow Diagram page.



Create New Expense Journal and Route

Following is the screen flow for "Create New Expense Journal and Route". Click on a box to read step-by-step instructions for completing each step.

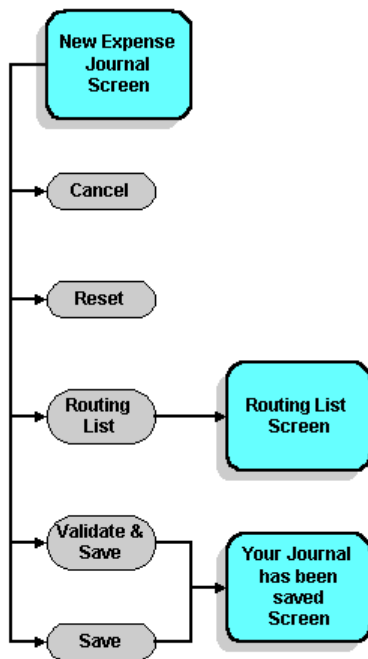


Figure 4-17. Screen Flow Diagram Page

Table 4-17. Screen Flow Diagram Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Home button	Hyperlink Image	Displays the Main page
Navigation bar graphic	Image	None
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with
Screen Flow label	Text	None
Box containing Core Financials Work Instruction Title	Mapped Hyperlink Image	Displays the Core Financials Work Instruction associated with the Core Financials Task
Core Financials Screen buttons	Image	None
Core Financials Task Title label	Text	None
Core Financials Task Steps	Text	None

Work Instructions Page

The Work Instructions page contains the steps required to complete a selected screen. A hyperlink to the Work Instruction Screen Flow page is provided at the bottom of the page. Figure 4-18 shows the Work Instructions page containing the specific Core Financials task work instruction. Table 4-18 describes the elements and associated event responses contained in a Work Instructions page.



Task: [Create Expense Journal and Route](#)

Screen: [Create New Expense Journal Screen](#)

1. Enter data in each header field:
 - **Journal Title** - Title used for future reference.
 - **Period** - Period in which the journal is to be posted. System defaults the current month and year.
 - **Purpose** - Information explaining purpose of the transaction (see Job Aids).



The **Journal Number** is system generated. The **Journal Number** is a unique, sequential number.

2. Complete the following transaction line fields by entering data into each field:
 - **Activity** - Activity segment of Chart of Accounts (formerly Account #).
 - **GL Code** - General Ledger Code for transaction.
 - **Dept Ref** - Transaction reference number, such as SU13 or other type referring to authorization and/or transaction.
 - **Original mo/yr** - Enter the Month and Year (AUG-1998) the expense occurred.
3. Of the next two transaction line fields complete either **Debit Amount** or **Credit Amount**, not both.
 - **Debit Amount** - Amount Activity / GL Code combination being charged.
 - **Credit Amount** - Amount Activity / GL Code combination being credit to adjust original transaction.
4. Complete the following transaction line fields by entering data into the following field:
 - **Description** - Transaction information.



Transaction Tags: This field allows users or department specific reference information that can be used in the reporting environment to group transactions.



The following buttons can be used to support data entry:

- **Split Lines** - Copy line information down.
 - **Delete Line** - Remove line from journal.
 - **More Lines** - Adds more lines in the transaction lines region.
5. Choose one of the following actions:
 - Click **Save** - Saves without validation.
 - Click **Validate & Save** - Validates data and saves transaction, if errors or warning message a "Validation Message Screen" will provide user information about error.
 - Click **Routing List** - Saves transactions, validates data, and provides user with "Routing List" screen so transactions can be routed.
 - Click **Cancel** - Cancels transactions completely and takes user to Main Menu.
 - Click **Reset** - Allows users to start over on transaction by restoring original default values.

Back to screen flow: [Create Expense Journal and Route](#)

Figure 4-18. Work Instructions Page

Table 4-18. Work Instruction Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Home button	Hyperlink Image	Displays the Main page
Navigation bar graphic	Image	None
Context graphic ([C])	Hyperlink Image	Displays the Context material relative to the Work Process link it is positioned with
Core Financials Screen buttons	Image	None
Core Financials Task Title label	Text	None
Core Financials Task Steps	Text	None
Back to Screen Flow	Hypertext Link	Displays associated Screen Flow Diagram.

Overview Concepts Slide Presentation

The overview concept slide presentation can be used in conjunction with the instructor guide to provide role-based information on Core Financials tasks and the overall core financial process within Stanford University. The presentation can also be used by itself by users seeking additional conceptual information. Figure 4-19 shows an Overview Concepts page. Table 4-19 describes the elements and associated event responses contained in the Overview Concepts page.



Figure 4-19. Overview Concepts Slide Page

Table 4-19. Overview Concepts Slide Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Overview Concepts page and Displays the Main page
Navigation bar graphic	Image	None
Forward button	Hyperlink Image	Displays the next slide page
Backward button	Hyperlink Image	Displays the previous slide page
First button	Hyperlink Image	Displays the first slide page
Last button	Hyperlink Image	Displays the last slide page
i button	Hyperlink Image	Displays the Index to slides page

Context Information Page

The Context Information page provides general information about the currently selected work instruction. Figure 4-20 shows the Context Information page. Table 4-20 describes the elements and associated event responses contained in the Context Information page.

Figure 4-20. Context Information Page (following page)



Context for Create Expense Journal and Route

This Work Instruction is used to enter new expense transactions.

The Create New Journal page is used by several other functions to complete transactions, they include: Modify, Submit (Route), Copy, Cancel (Void), and Upload Review. This Work Instruction is not intended to be used for adjusting previously created expense journals.

What Happens Before

- Create, update, and modify currently saved expense journals.
- A need to make an entry to the General Ledger such as benefactor donations.
- A need to create a simple allocation, interdepartmental transfer, record new expense or income.



This is what triggers the need to create a new expense journal. For triggers, see Tools, Job Aid: "Sources of Journal Activity".

What Happens After

- New expense journal created

Menu Path from the Core Financials Applications Screen

1. Use the following menu path to go to the *Create New Journal* screen:
<http://cfprod.stanford.edu>
2. Select Create New Journal Link.

Supported Tasks

- Modify New Expense Journal

Back to screen flow for: **[Create New Expense Journal and Route](#)**

Table 4-20. Context Information Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Overview Concepts page and displays the Main page
Navigation bar graphic	Image	None
Context for <task name>	Text	None




Key Explanation Page

The Key Explanation page provides general information about the graphic buttons that provide links to additional information about a work process or work instruction. Figure 4-21 shows the Key Explanation page. Table 4-21 describes the elements and associated event responses contained in the Key Explanation page.




Key

Click on the following icons to get additional information about the corresponding heading, category, or task.

 **Process Map**

A graphical depiction of the entire Core Financials process for a particular heading

 **Overview**

Concept slides with background information about a particular category

 **Context**

Supplementary information about a particular task

Figure 4-21. Key Explanation Page

Table 4-21. Context Information Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Home button	Hyperlink Image	Closes Overview Concepts page and displays the Main page
Navigation bar graphic	Image	None
Label and descriptive text	Text	None
Small graphic images	Image	None



Process Map Page

The Process Map page provides a graphical representation of the work process at a high level. Figure 4-22 shows a Process Map page. Table 4-22 describes the elements and associated event responses contained in a Process Map page.

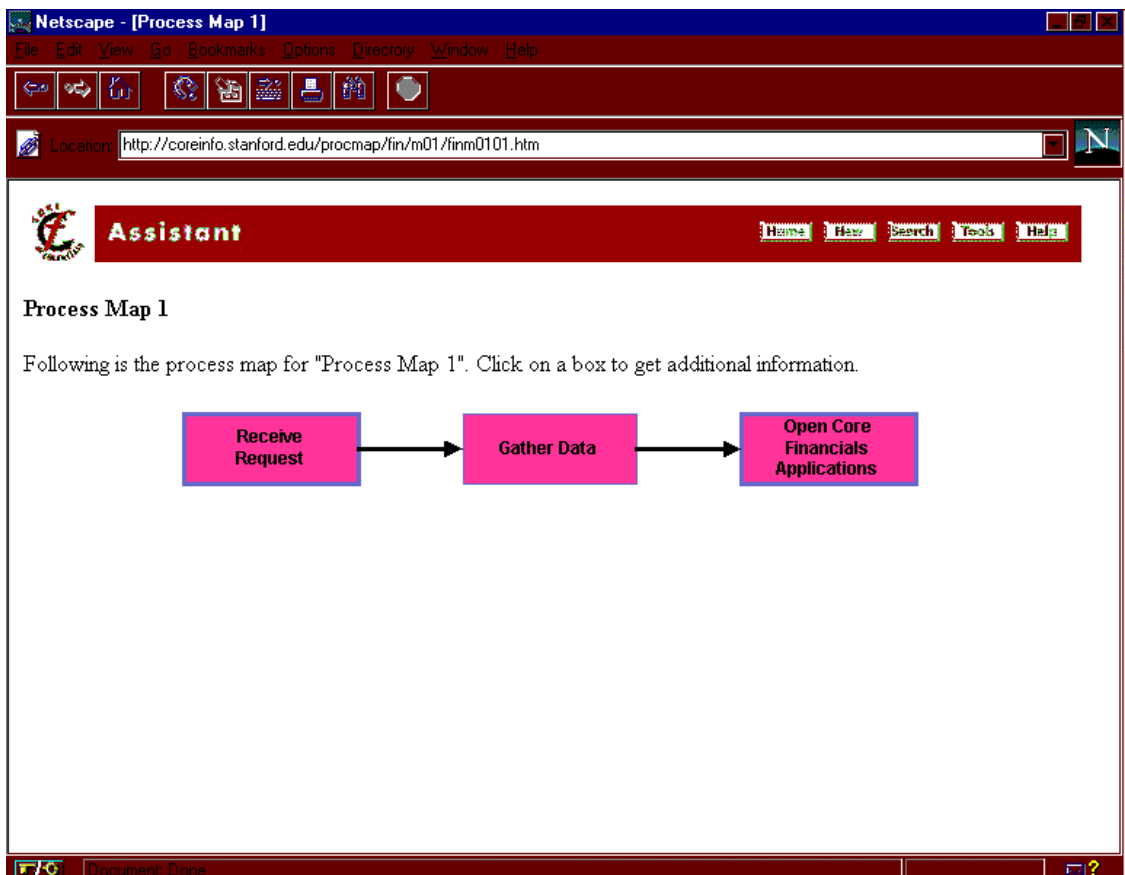


Figure 4-22. Process Map Page

Table 4-22. Process Map Page Elements

Element Name	Element Type	Response
Core Financials Electronic Performance Support label	Image	None
Navigation bar graphic	Image	None
New button	Hyperlink Image	Displays the News page
Search button	Hyperlink Image	Displays the Search page
Tool button	Hyperlink Image	Displays the Tools page
Help button	Hyperlink Image	Displays the Help page
Home button	Hyperlink Image	Displays the Main page
Label and descriptive text	Text	None
Graphic images	Hyperlink Image	Displays screen flow of the selected process element

5 System Development

Development Methodology

This design document provides the baseline for the development of the Core Financials Electronic Performance Support based on the requirements outlined in the Requirements Document for Core Financials Electronic Performance Support. As the Core Financials Electronic Performance Support evolves, any necessary refinements and changes to the design document should be tracked.

Test planning will occur in parallel with system development. Due to the development process, some of the testing will lag the development process. A test plan will be developed based on the Requirements Document and Design Document for Core Financials Electronic Performance Support. The test plan will consist of test scenarios and expected results allowing the tester to evaluate whether the system is operating properly.

Processes and Tools

Development of the Core Financials Electronic Performance Support will occur on a page-by-page basis. As source content is finalized, it will be converted to the appropriate web-based format and placed into the system directory structure. The established file-naming convention and directory structure will allow hyperlinks to be established immediately during the conversion of the system content, rather than waiting until all system content is in place.

The system content will be developed using a combination of commercial off-the-shelf applications and custom tools. Applications and tools are selected for content development based on proven development technologies within RWD and existing Stanford University standards.

Native HTML content will be developed using common text editing applications. Other content will be developed using a processes depicted in Figure 5-1.

Key:
 fff= Work process area
 T = **W**ork instruction, **O**verview**C**oncept, **E**Xercise, **S**creen **F**low, or **J**ob Aid
 ii = Index
 xx= Module number
 _C= Context (about) file associated to other key file

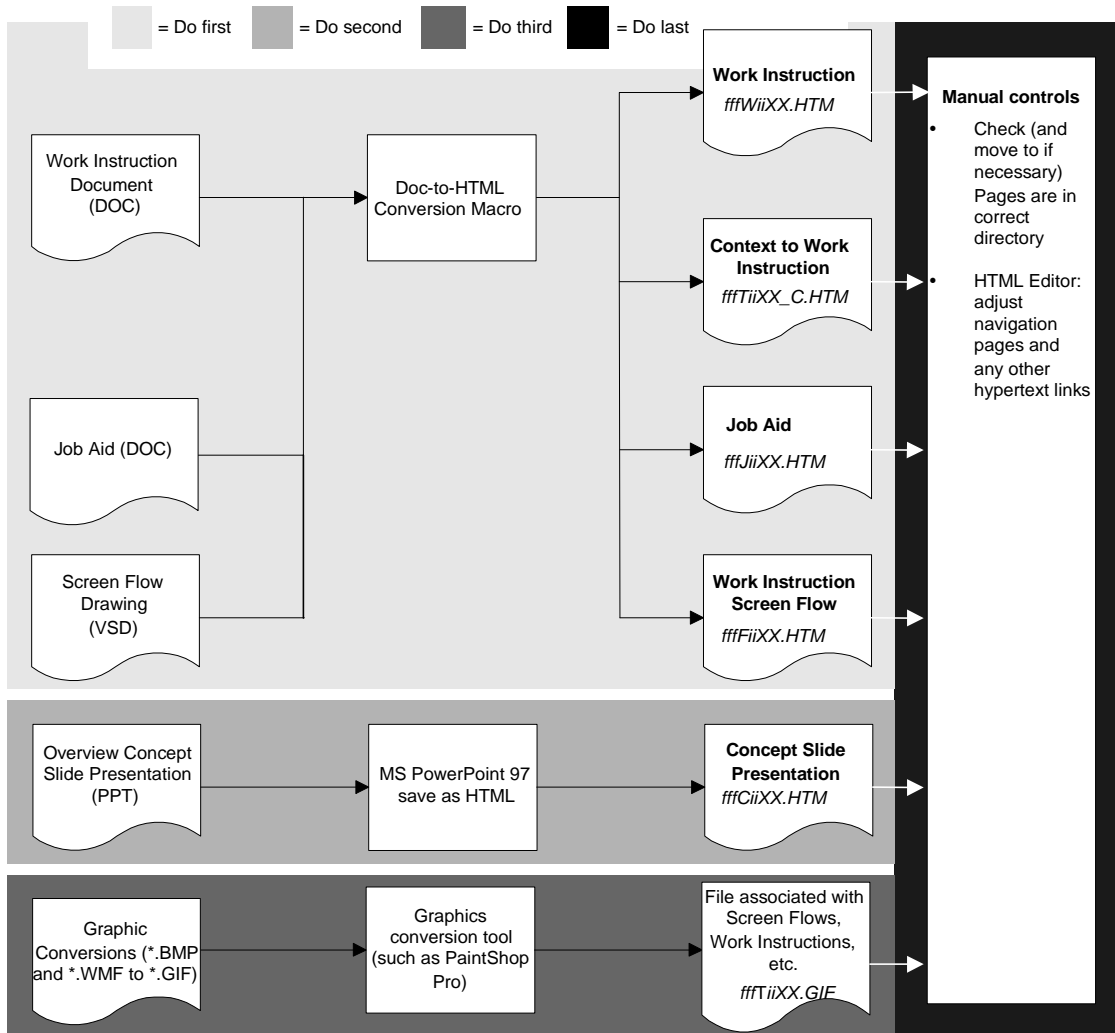


Figure 5-1. Development Processes and Tools

Word Document Template

A portion of the Core Financials Electronic Performance Support content will be developed using Microsoft Word 95 (refer to paragraph 3.3.1). To ensure consistency and provide a basis for the automated conversion of source content to a web-based format, a custom Word template will be utilized during content development to develop Work Instructions, Context to Work Instructions, and Job Aids. These documents will be converted by the Web Conversion tool. This template includes the following tools:

- Style definitions for the various text formats
- Autotext entries for commonly-occurring content
- Macros for formatting and converting document text to HTML code

More information on the Word document template may be found in the Stanford University Development Standard.

Visio Drawing Template

Process maps and screen flows provided in the Core Financials Electronic Performance Support will be developed using Visio Technical version 5.0. To ensure consistency and provide a basis for the automated conversion of source content to a web-based format, custom Visio templates will be utilized during content development. These templates include stencils containing master drawing shapes.

More information on the Visio drawing template may be found in the Stanford University Development Standard.

PowerPoint Presentation Template

The concept slide presentations provided in the Core Financials Electronic Performance Support will be developed using Microsoft PowerPoint 97.

Graphic File Conversions

The Web Conversion tool converts graphic files from original formats to either BMP or WMF (i.e., bit maps or word meta-files). An additional step must be taken to convert the files from BMP and/or WMF to GIF (world wide web graphic file standard). Many tools are available to accomplish this task, such as Photoshop or PaintShop Pro. PaintShop Pro is suggested here due to that it allows for batch conversions. In this way all files within one folder can be converted with a couple of mouse clicks. This step is not automated in that the maintainer will be required to convert each folder directory.

Manual Controls

The final step in the conversion process is to ensure all files are located within proper directories and adjusting any graphic links and/or hypertext links in the navigation pages for the set of converted documents. All file moves are done

manually with Windows Explorer. All the adjustments are manually done within an HTML editor.

6 Miscellaneous Design Issues

Standards and Conventions

The following standards and conventions will be used for the design and development of the Core Financials Electronic Performance Support:

- The Core Financials Electronic Performance Support will be designed using the Hypertext Markup Language (HTML) 3.2 standard as set forth by the World Wide Web Consortium (W3C). Browser-specific HTML tags will not be used to develop the system content.
- Web page scripting will be implemented using the JavaScript version 1.1 standard. This JavaScript is designed to function with Netscape Navigator 3.0. No guarantee is given for these scripts to function correctly with MS Internet Explorer.
- Wherever possible, the content layout of each web page in the Core Financials Electronic Performance Support will be controlled through the use of HTML tables. Tables provide a highly effective means of arranging content in a consistent manner, enhancing both the clarity of the material and the comprehension level of the user.
- Files associated with the Core Financials Electronic Performance Support will be named using lowercase characters. No spaces will be used in the file names.

Delivery

For final delivery, the entire contents of the Core Financials Electronic Performance Support will be delivered to Stanford University via a compact disc (CD). Installation will be performed by Stanford University personnel in accordance with established Internet conventions. Once the system is installed, Stanford University will be responsible for providing access to the system via an Internet link or desktop shortcut.