

Tips

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

Get to Know the Training Center

October 2022

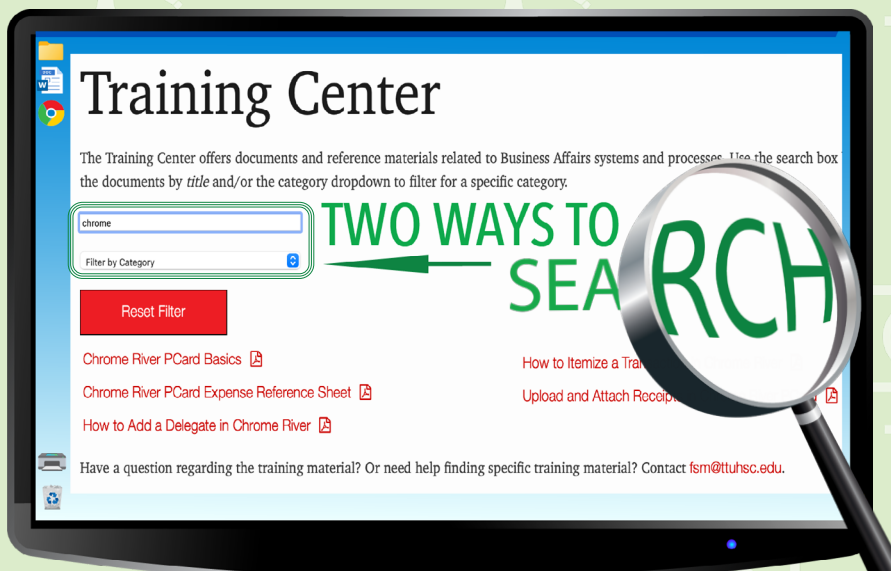
If you have questions about Business Affairs' systems and processes, get to know the Training Center where our goal is to say, "yeah, we have something for that!"

Easy to Find What You Need

The design of the Training Center makes it easy to find the information you need:

- One Stop Shop - You can find the resources you need on one page.
- Two Ways to Search - The Text search feature allows users to enter any text and the page will show only the documents that contain the search term in the title. The Category filter feature limits the list to documents from predefined categories available in the Filter By Category dropdown.

For example, if you need information about Chrome River PCard, enter "chrome" in the Search Training Center search box and the page will show all documents with "chrome" in the title.



**ENTER TEXT IN THE
SEARCH BOX**



Filter by Category
Accounts Payable
Cash Fund
Cash Receipts
✓ Chrome River
Cognos Analytics

**SELECT A
CATEGORY**

Look Before You Call

Business Affairs' intent is to further develop the Training Center as a self-serve knowledge base. Due to staffing limitations, we request you look online before calling for assistance. If we don't have what you need in the Training Center, then please contact us.

Help us build a useful online resource. We will use your feedback to build a better Training Center that will benefit everyone.

For questions and comments, contact Finance Systems Management at fsm@ttuhsc.edu.

