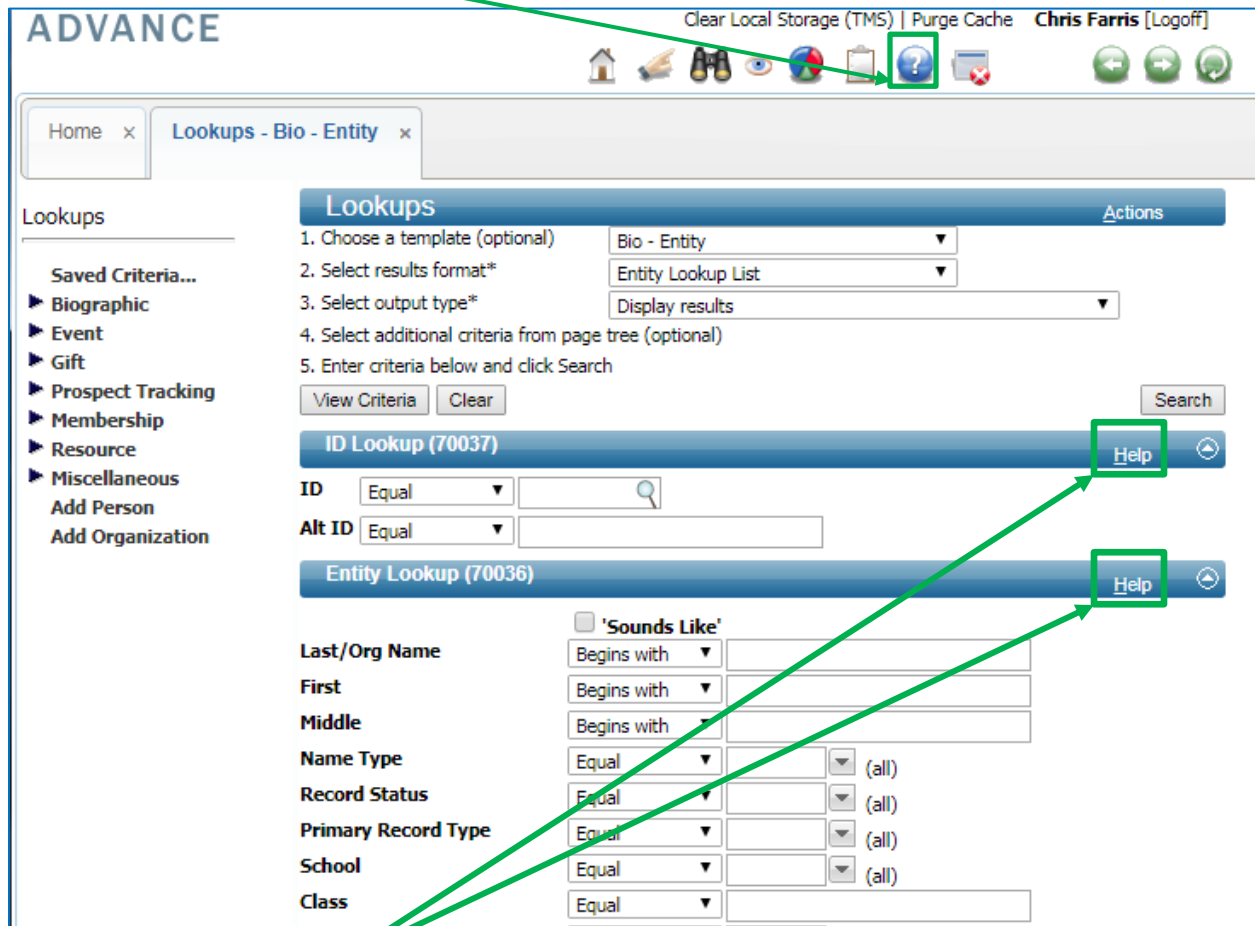


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1. Log in to **Advance**.
2. There are two ways to access the Advance Help.
 - 1) From the **Help** icon at the top of the screen. This opens the general help.



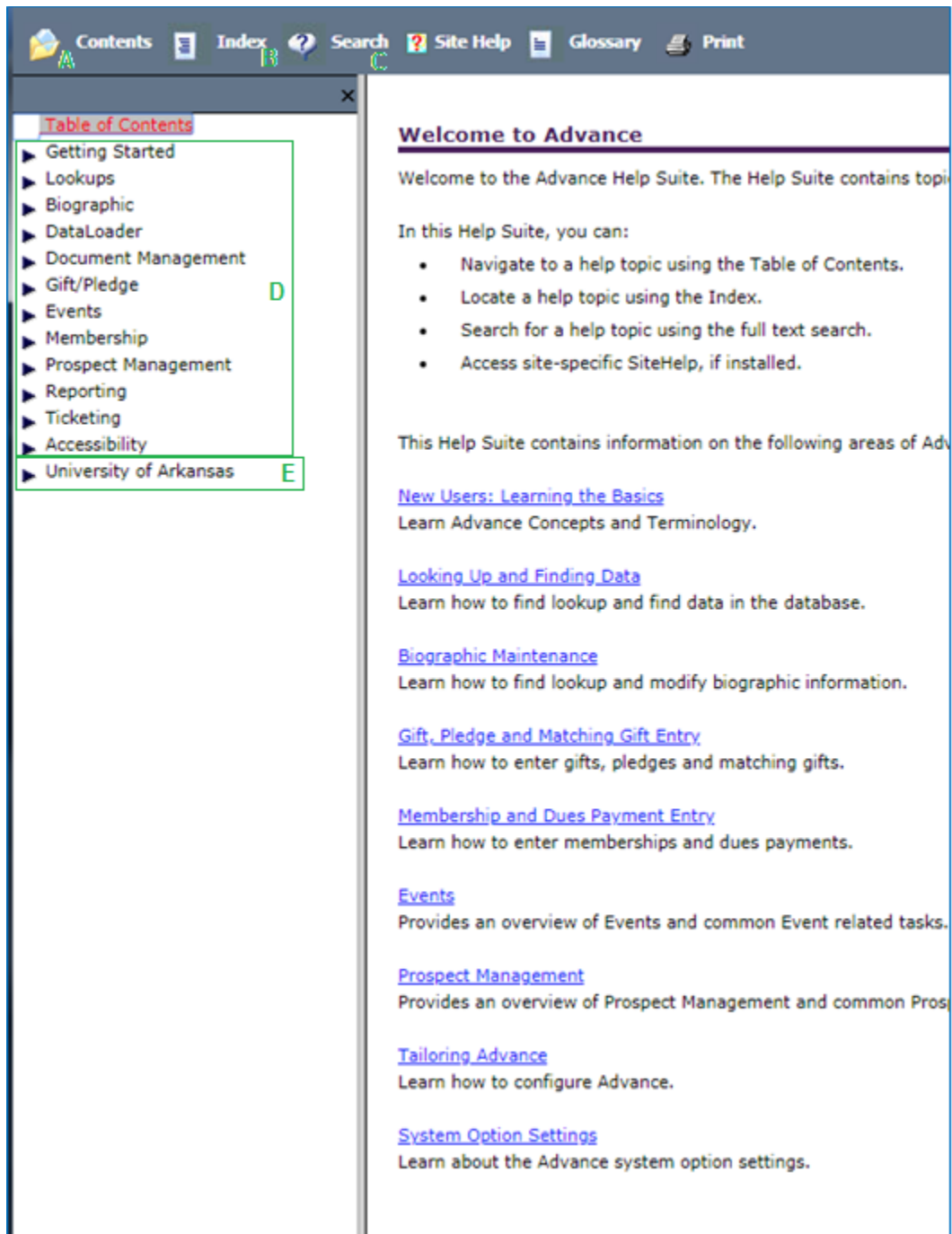
- 2) From the **Help** in the horizontal blue bars. This opens the help page specific to the page.

NOTE!! If you want to go directly to the **Help** for the page/area that you are in, always use the **Help** in the **BLUE** Bar.

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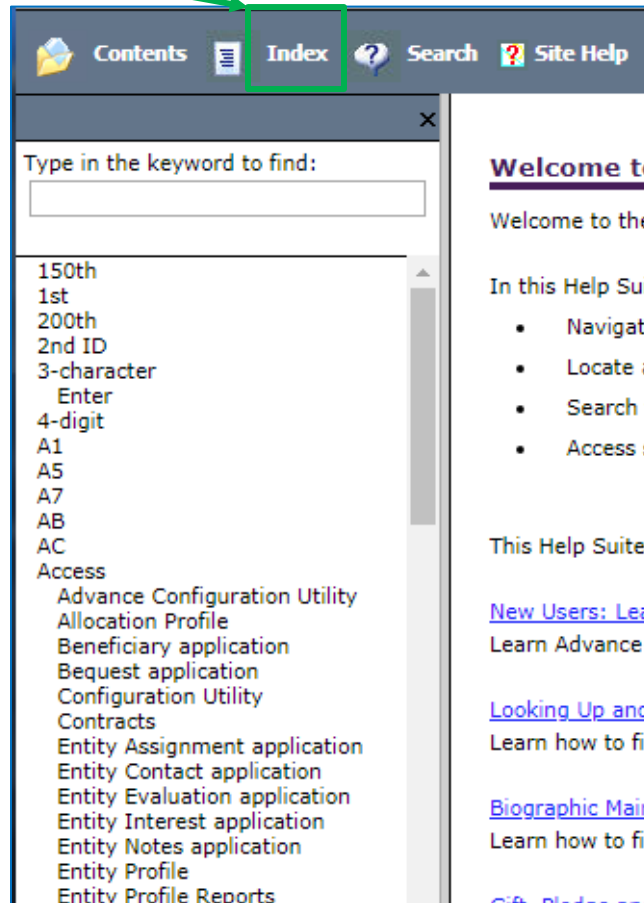
SEE NEXT PAGE FOR BREAKDOWN OF THE HELP SCREEN.

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- A. **Contents** - The Contents brings up the screen as you see it above.
- B. **Index** - Index brings up a list of terms that can be found in the Help system. Use the keyword search at the top to narrow the results.

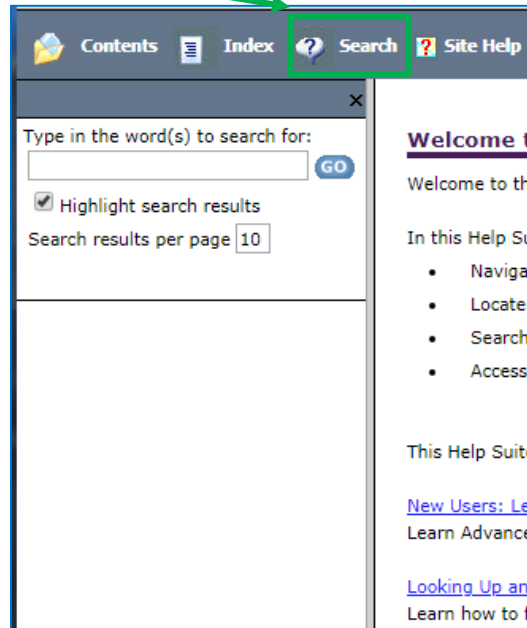


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- C. **Search** - Search allows you to search for a topic by whatever text you enter into the form.



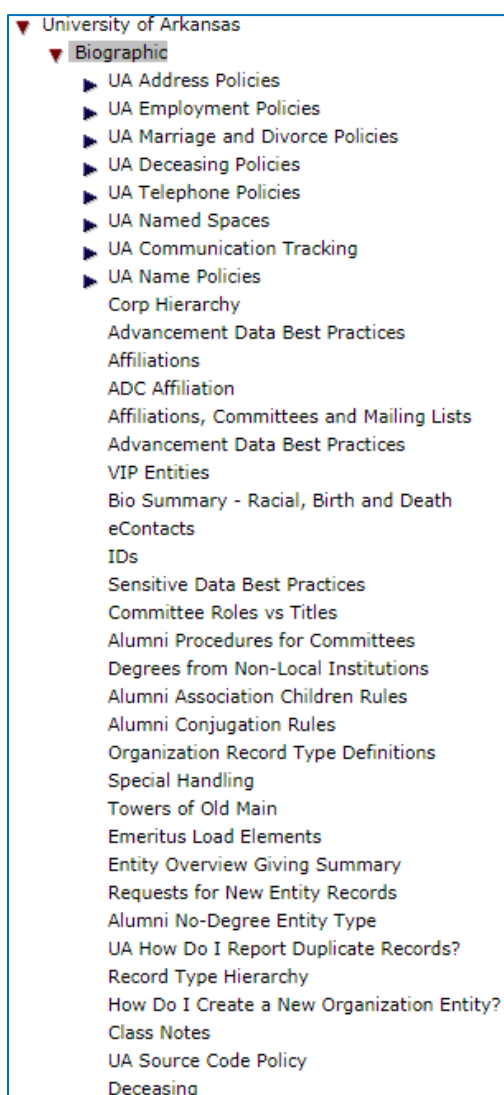
- D. **Ellucian Help Topics** - The Ellucian help topics have been written from a technical perspective and will assist the user in navigating the system. This is a very helpful tool that is designed from a generic perspective.

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- E. **University of Arkansas** - The **University of Arkansas** section is written and maintained by U of A staff members. This is primarily a **POLICY** and **PROCEDURE** section. See below.
- a. **Biographic** - This area is managed by the Records team at records@uark.edu. Topics below:

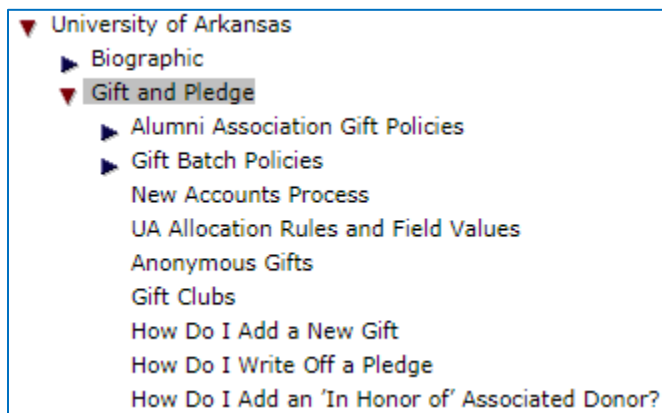


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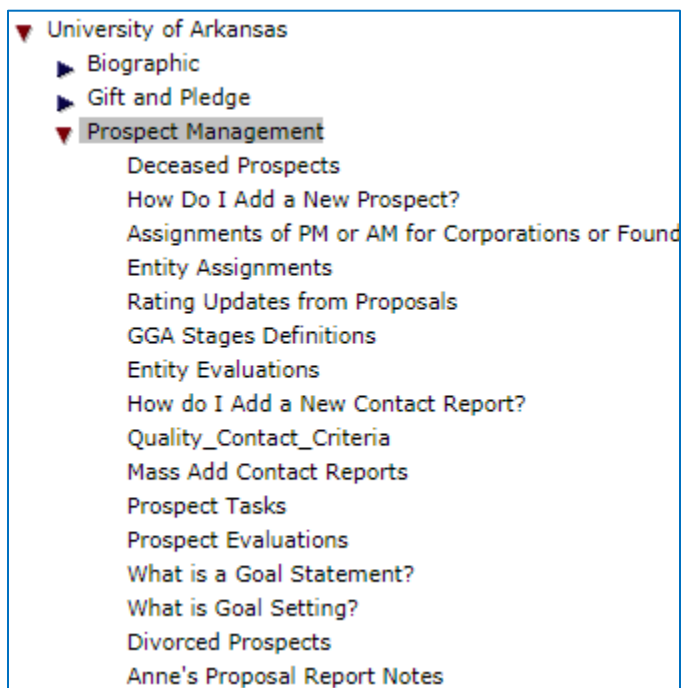
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- b. **Gift and Pledge** - This area is maintained by the Gift Services team.
giftserv@uark.edu.



- c. **Prospect Management** - This area is maintained by Jason Selle.
selle@uark.edu.

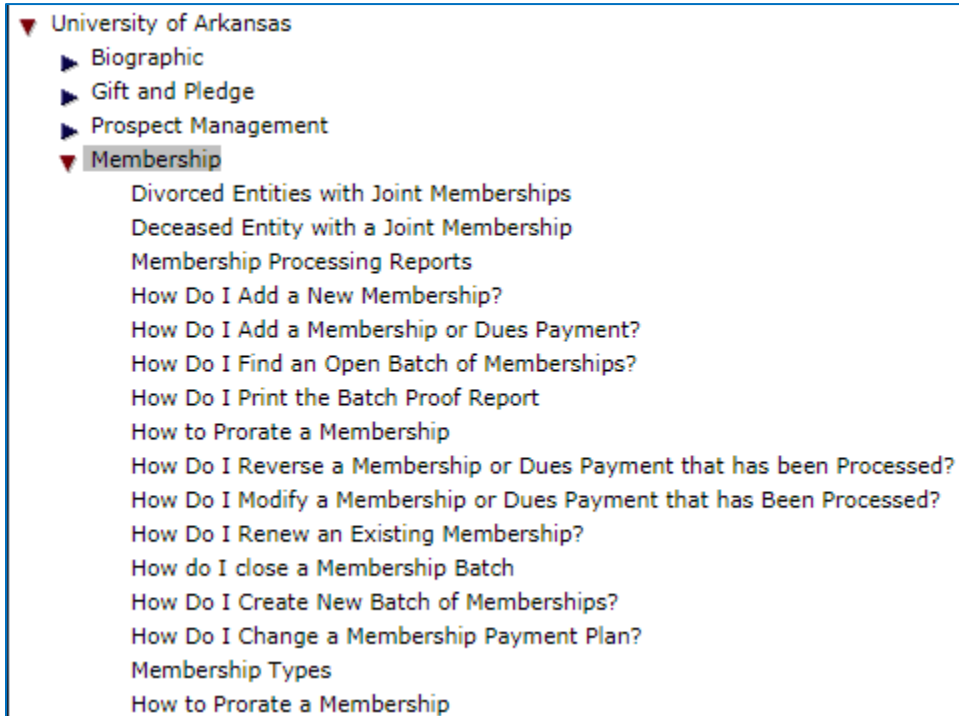


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- d. **Membership** - This area is maintained by the Alumni Association.



- e. **Feedback and Other Miscellaneous** - This area is maintained by committee.

