

TEM Support Announcement

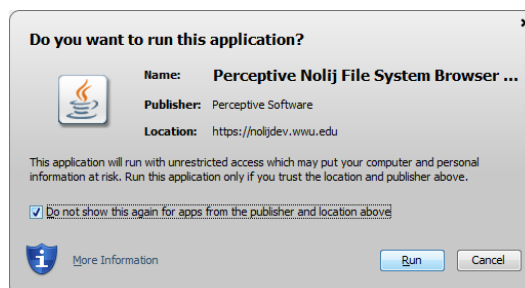
Date: March 21, 2014

Topic: **Nolij Upgrade**

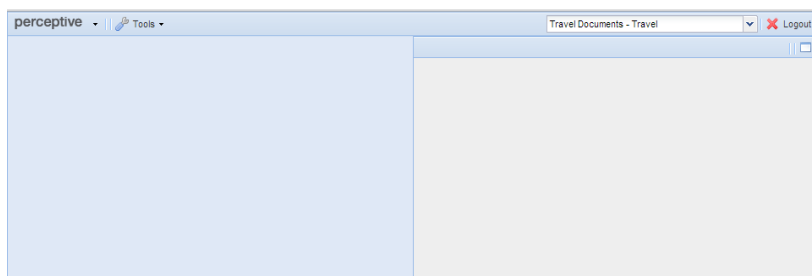
On March 22nd, Nolij Web is being upgraded and renamed “Perceptive Nolij Web”. Your Nolij display will initially look different after this upgrade, but with a couple of mouse clicks, you can restore it to its previous appearance.

Here’s how to restore your normal Nolij screen display after this upgrade:

- 1) First, you’ll be asked to confirm Java access. Tick the “Do not show this again...” box, then click on the Run button.



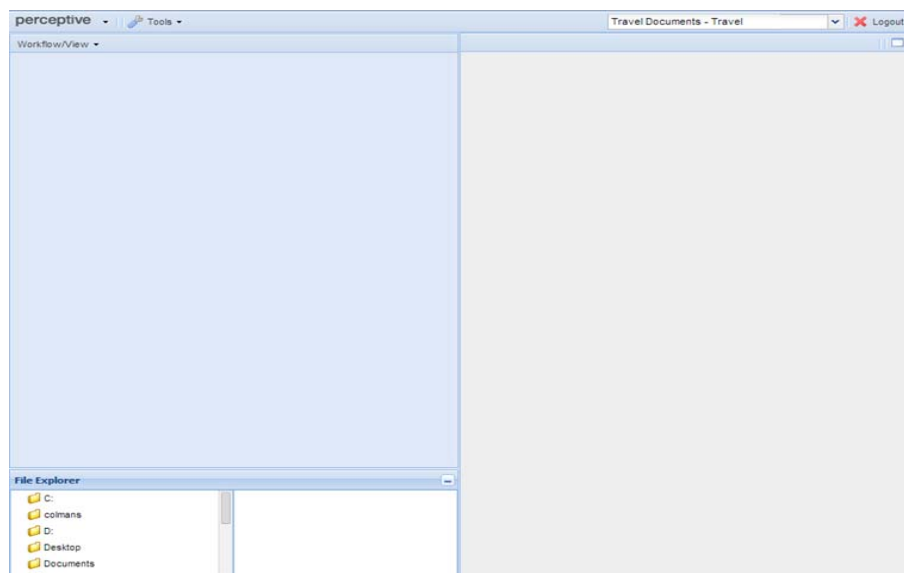
- 2) When Nolij opens, you’ll briefly see a “Perceptive” splash screen. Then the display will change to this display, with just two panes visible:



- 3) Click twice on the window icon that appears at the top right-hand corner of the screen, under the Logout button:

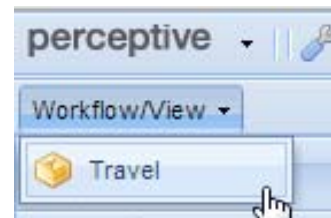


- 4) The display will change to look like this, with the “File Explorer” section now visible in the bottom left:

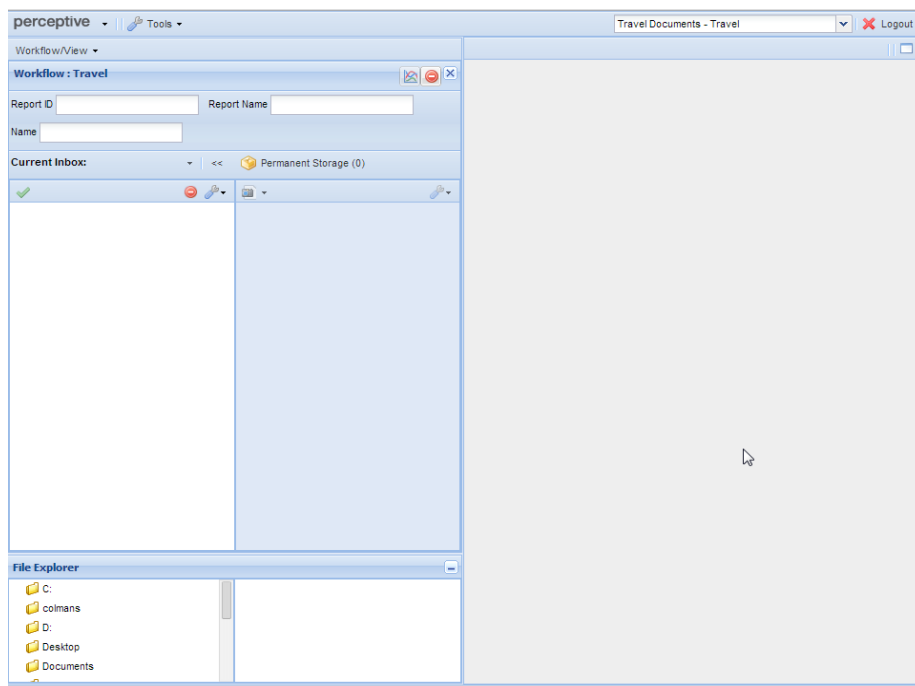


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- 5) Click on the “Workflow/View” button, and a “Travel” dropdown will appear. Click on that dropdown:



- 6) You should now see the normal travel documents display, with the fields Report ID, Report Name, and Name visible in the upper left corner:



- 7) If the “File Explorer” pane at the bottom is collapsed, click on the button to expand it:



As before, you can resize the panes by hovering over the pane border until your cursor changes to this symbol, and then depress your left mouse button and drag the pane to the size you want.



***If you experience problems restoring your Nolij display, please call:
Devlin Sweeney x4550
Or ATUS Help Desk x3333***