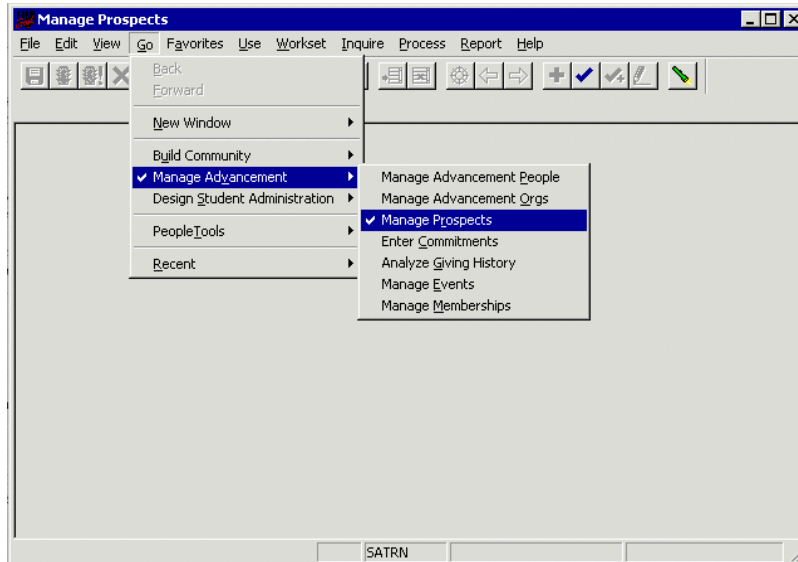


How to look up ratings on a person

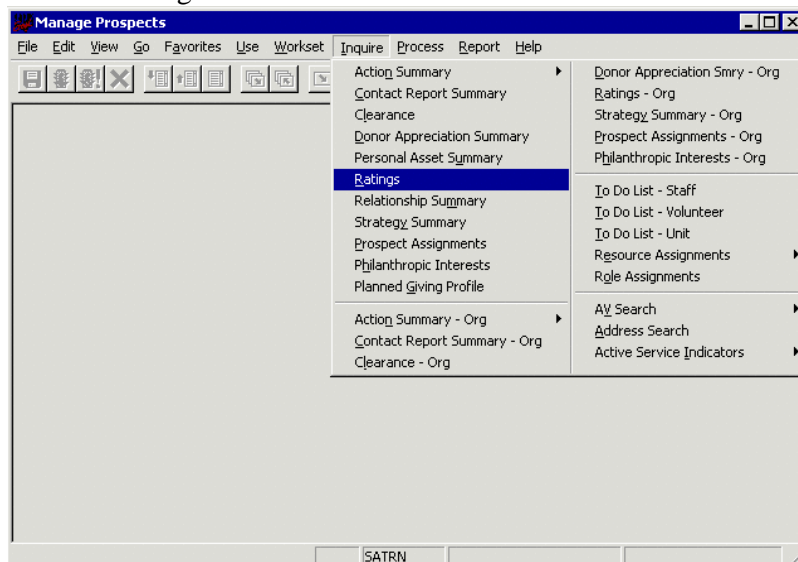
Navigation: Go – Manage Advancement – Manage Prospects – Inquire – Ratings

1. In the menu bar, CLICK on “Go.” A list of menu options will be displayed in a drop-down menu. SELECT “Manage Advancement” and slide your cursor right to CLICK on “Manage Prospects.” The items in these drop-down menus may vary depending on the level of access you have been granted to AIMS.

NOTE: You will remain in the Manage Advancement People section for the rest of this lesson.



2. In the menu bar, CLICK on “Inquire.” A list of menu options will be displayed in a drop-down menu. CLICK on “Ratings.”



(MORE)

The Update/Display window will be displayed.

Update/Display -- Ratings

EmpID: 05546325

Name:

National ID:

Campus ID:

Last Name:

First Name:

ID	Name
----	------

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

3. For this manual, we will look up information about “MR. TRAINING EXAMPLE.”

CLICK on the **EmpID** field and DELETE the numbers currently in this field. (If you know the URS ID# of the constituent, you may enter it here as an alternative to entering the constituent’s name). ENTER “EXAMPLE” in the **Last Name** field. CLICK the “OK” button or press the “return” key on your keyboard.

The list of all the records in AIMS with the last name “Example” will be displayed. Use the bottom scroll bar to view more information about each record.

Update/Display -- Ratings

EmpID:

Name:

National ID:

Campus ID:

Last Name: EXAMPLE

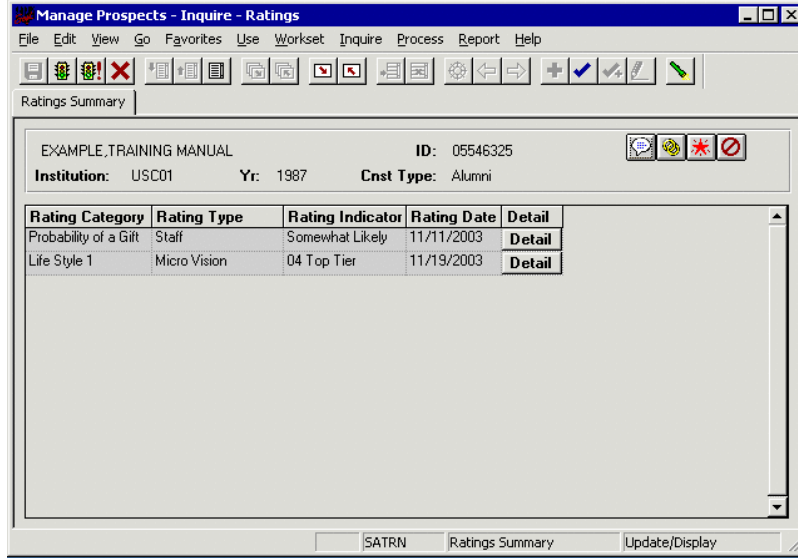
First Name:

ID	Name
05546325	EXAMPLE TRAINING MANUAL
05546328	EXAMPLE MRS. WIFE OF
05546365	EXAMPLE ALICE
05546363	EXAMPLE III CHANGE MANUAL

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

(MORE)

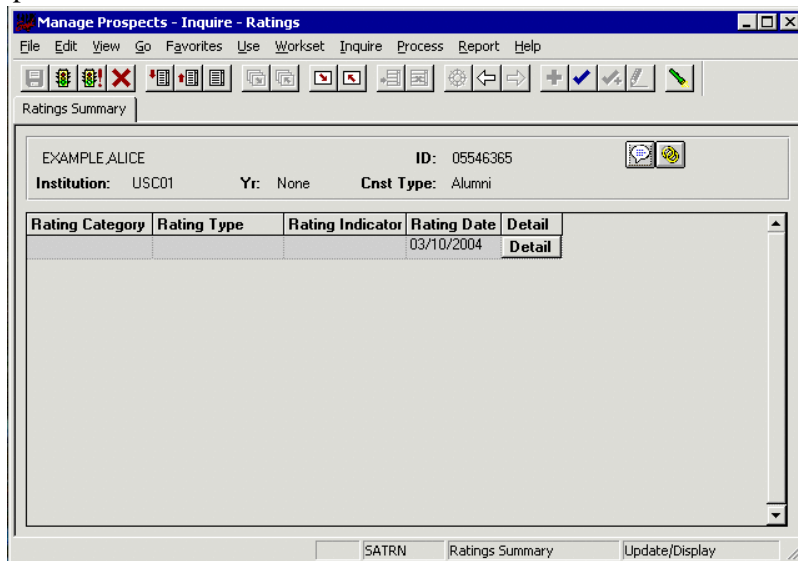
CLICK on “Example, Training Manual.” The Ratings Summary panel will be displayed.



The Rating Category column describes the type of rating. The Rating Type column indicates the vendor that provided the rating. The Rating Indicator column displays the actual rating that has been assigned to the individual. And the Rating Date column indicates the date when the rating was assigned.

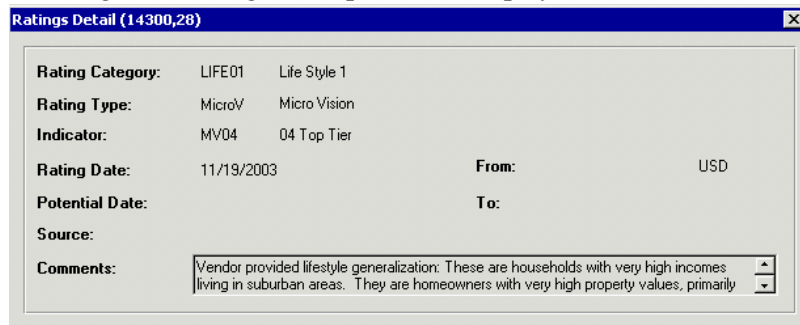
This panel displays a list of all the ratings that have been assigned to the individual.

If there is no rating for the individual, the panel will display a blank line with the current date. This is merely a placeholder.



(MORE)

4. For more information about an individual rating, click the Detail button associated with the rating. The Rating Detail panel will display.



CLICK the "X" in the top right corner of the Rating Detail panel to close it.

(END)