

## Themis responsibilities

In Themis, areas and levels of systems access are called Themis responsibilities. All University staff are automatically granted access to **Staff Self Service** and **Research Self Service** when they activate their Themis account. Staff commencing in a supervisory role are also granted access to **Supervisor Self Service**.

To obtain responsibilities in other areas of Themis (such as managerial, financial or training administration) an approved application must be made, and in some cases, training undertaken. University staff will need to apply for the appropriate Themis responsibility using the **Themis Responsibility Application** form (located under the **Getting Started** section on the Themis website).

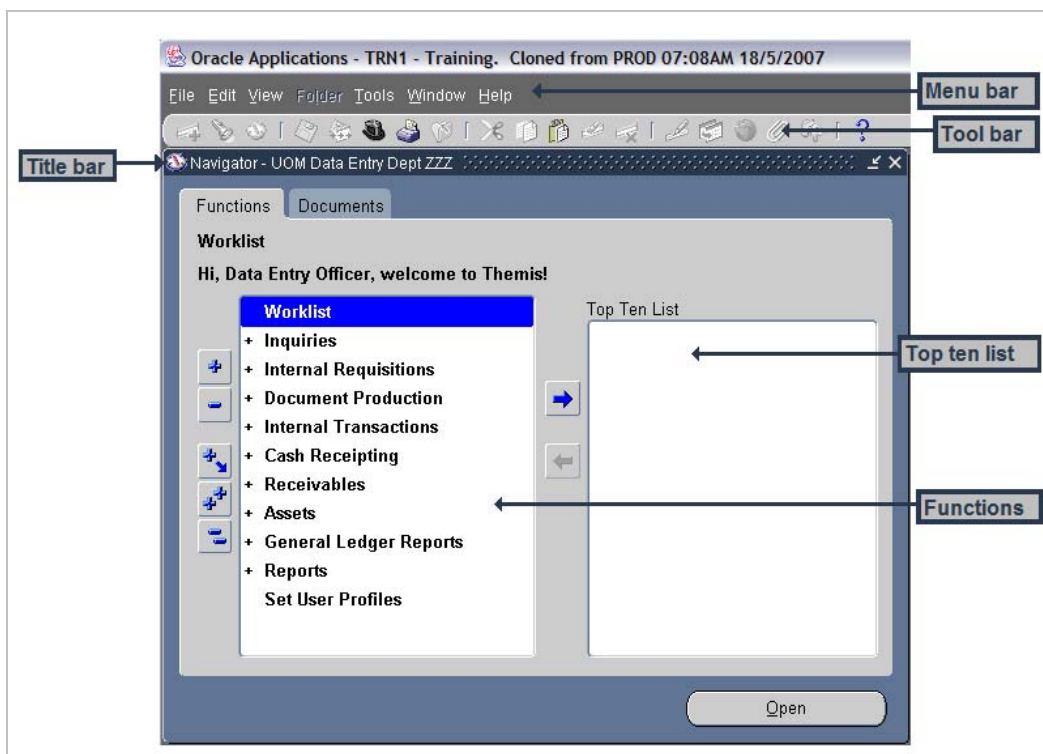
## Introduction to the Themis Oracle Navigator

The Themis Oracle Navigator is the starting point for accessing functions in the core Oracle application. If, at any time, you wish to return to the navigator, click on the  icon in the Tool bar.

The Oracle Navigator is made up of the following regions:

- **Menu bar & Tool bar** – allow you to select actions within the active screen/record (e.g.: save the record, delete a record, switch responsibility, etc). Note: many functions displayed are context-sensitive and will only be active if they are available within the screen you are using.
- **Title bar** – displays the name of the active screen.
- **Functions tab** – comprises of two areas: a Function List and the Top Ten List. The **Functions** list displays all available functions and screen for the current responsibility. The **Top Ten List** provides quick access to the screens/forms you use most often (optional).


**Please note:** the **Documents** tab is not in use.




## Using the Top Ten List

The Top Ten List is an optional function that allows you to customise a quick access list for the screens/forms you use most often.






### To add an item to the top ten list

- 1 Select a function from the Functions list.
- 2 Click on the  arrow.  
**Note:** you can only add functions to the list, not menu headers or sub-headings.
- 3 To access the function once it is in the **Top Ten List** segment double-click the function name or type the corresponding number on the keyboard.














To remove items from the list, select the item from the Top Ten List and click on the  button.

## Navigator function buttons

The buttons on the left of the Navigator functions list allow you to expand and collapse the display items in the list.

Button	Function
	Expand the list for a selected individual list item
	Collapse the list for a selected individual list item
	Expand All children – expands all items listed under a sub-heading
	Expand All items
	Collapse All items

## Functions available via the Themis toolbar

Icon	Name	Use
	New Record	Inserts a new record to allow input of another data record
	Find	Activates the Find window associated with the current form
	Navigator	Activate the navigator window
	Save	Saves all changes since the last Save
	Switch Responsibility	Allows a user to switch between their responsibilities
	Print	Prints the current screen
	Close Form	Closes all windows for the current form
	Cut	Cuts the current selection to the clipboard
	Copy	Copies the current selection into the clipboard
	Paste	Pastes from the clipboard in to the current field
	Clear Record	Clears the current record
	Delete	Deletes the current record
	Attachments	Opens the Attachments window

## Themis keyboard short cuts (hot keys)

F4	F5	Shift+F5	F6	Shift+F6	F7	F8	F11	Ctrl+F11
Exit	Clear Field	Duplicate Field	Clear Record	Duplicate Record	Clear Block	Clear Form	Enter Query	Execute Query

F12	Tab	Ctrl+↑	Ctrl+↓	Ctrl+E	Ctrl+K	Ctrl+L	Ctrl+P	Ctrl+S
Count Query	Next Field	Delete Record	Insert Record	Edit	Show Keys	List of Values	Print	Commit/Save

## Common elements of Themis oracle forms

Many Themis Oracle forms have specific navigation and data-entry elements.

Elements in Oracle forms	Function
	<b>List of Values (LOV)</b> – click on this icon to view a pop-up screen containing a list of pre-defined values. If you know the correct value you may enter the full or partial value and press the <b>Tab</b> key.
	<b>Descriptive Flex Field (DFF)</b> – Click on this icon to view a pop-up screen containing fields relevant to users from the University of Melbourne. DFF often require mandatory information.
	<b>Check box</b> – Click in a check box to select or de-select the option.
	<b>Drop-down list</b> – Click on the down arrow icon to display a list of options for the field.
	<b>Tab region</b> – Click on the tabs to display relevant regions/fields. Mandatory fields are colour coded in yellow.
	<b>Current record indicator</b> – the current/active record will appear as a highlighted field (on the left) in any multi-record form.

## Navigating between current screens

The **Window** function on the **Menu bar** can be used to manage multiple open screens in Themis. This function contains a list of all screens you currently have open.

To choose an open screen, select the corresponding radio button.

