

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

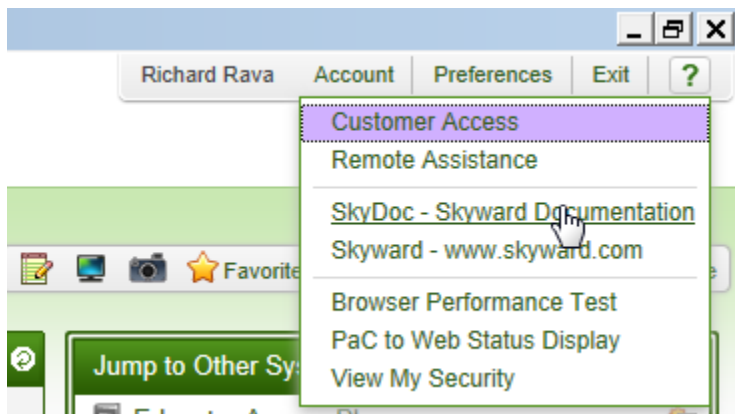
## SKYWARD – GETTING HELP VIA SKYDOCS

### Purpose

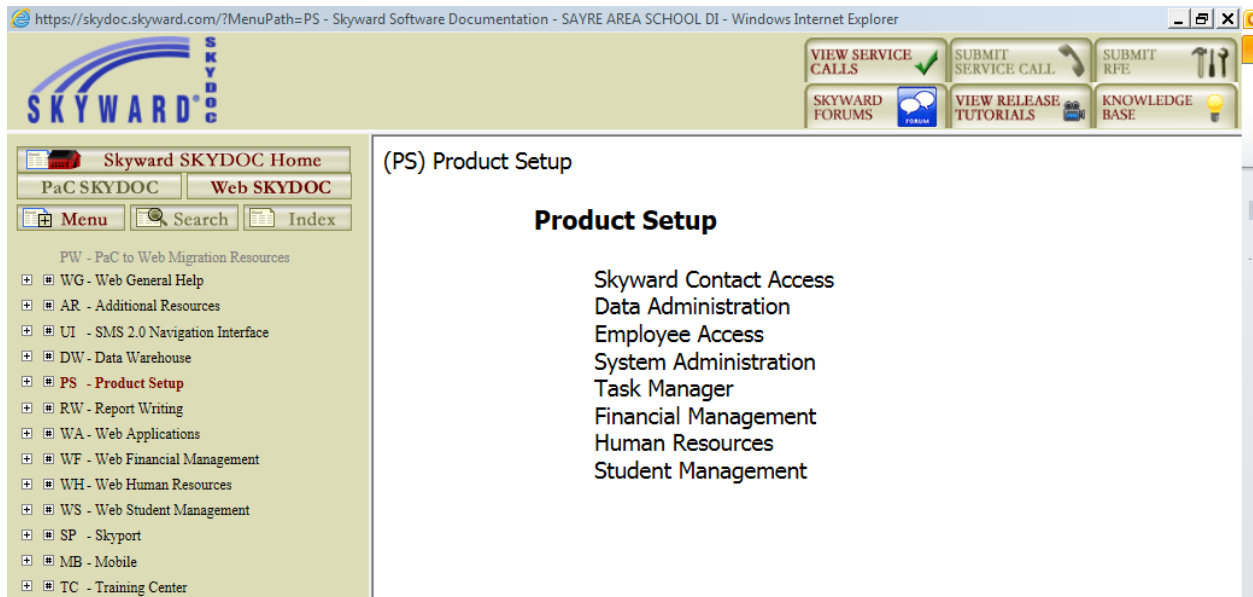
To illustrate how to get help on the SASD Skyward system using the Skyward SkyDocs Help System.

### Procedure

Login to Skyward



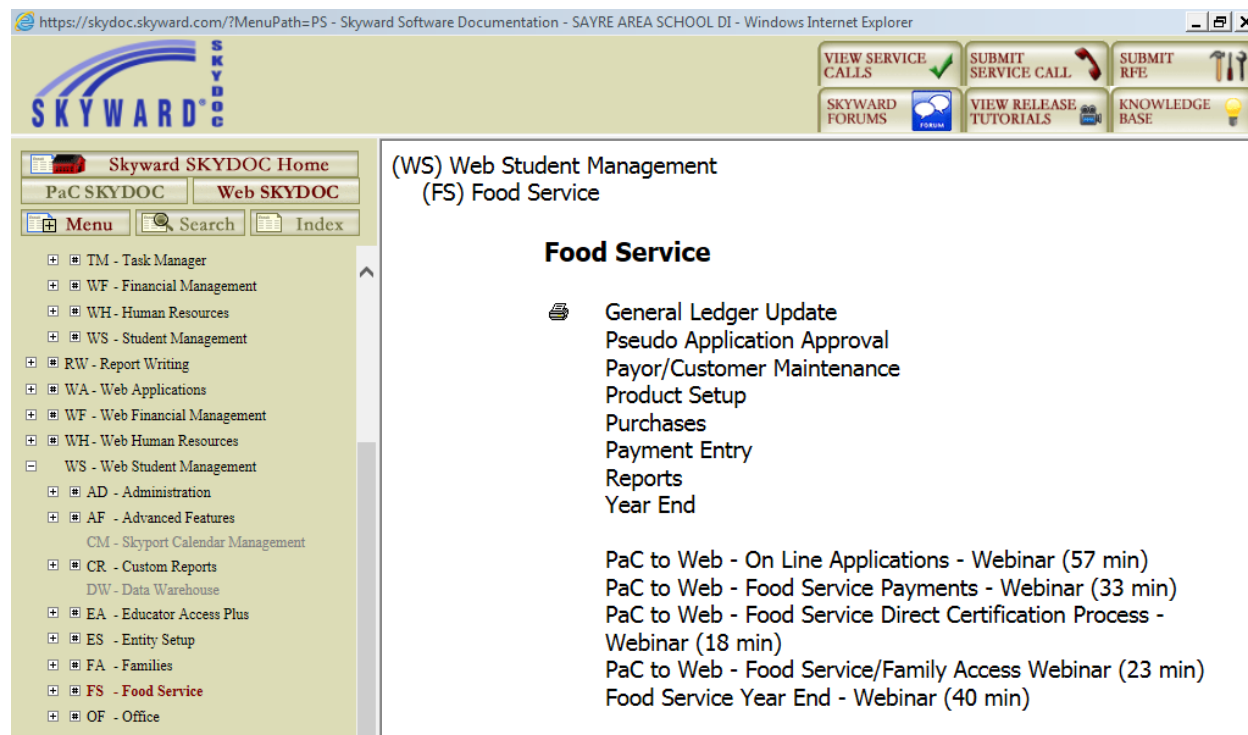
Click on the ? icon – then click on SkyDoc – Skyward Documentation



On the left hand navigation pane – click on WS – Web Student Management

Navigate to the desired part of Skyward

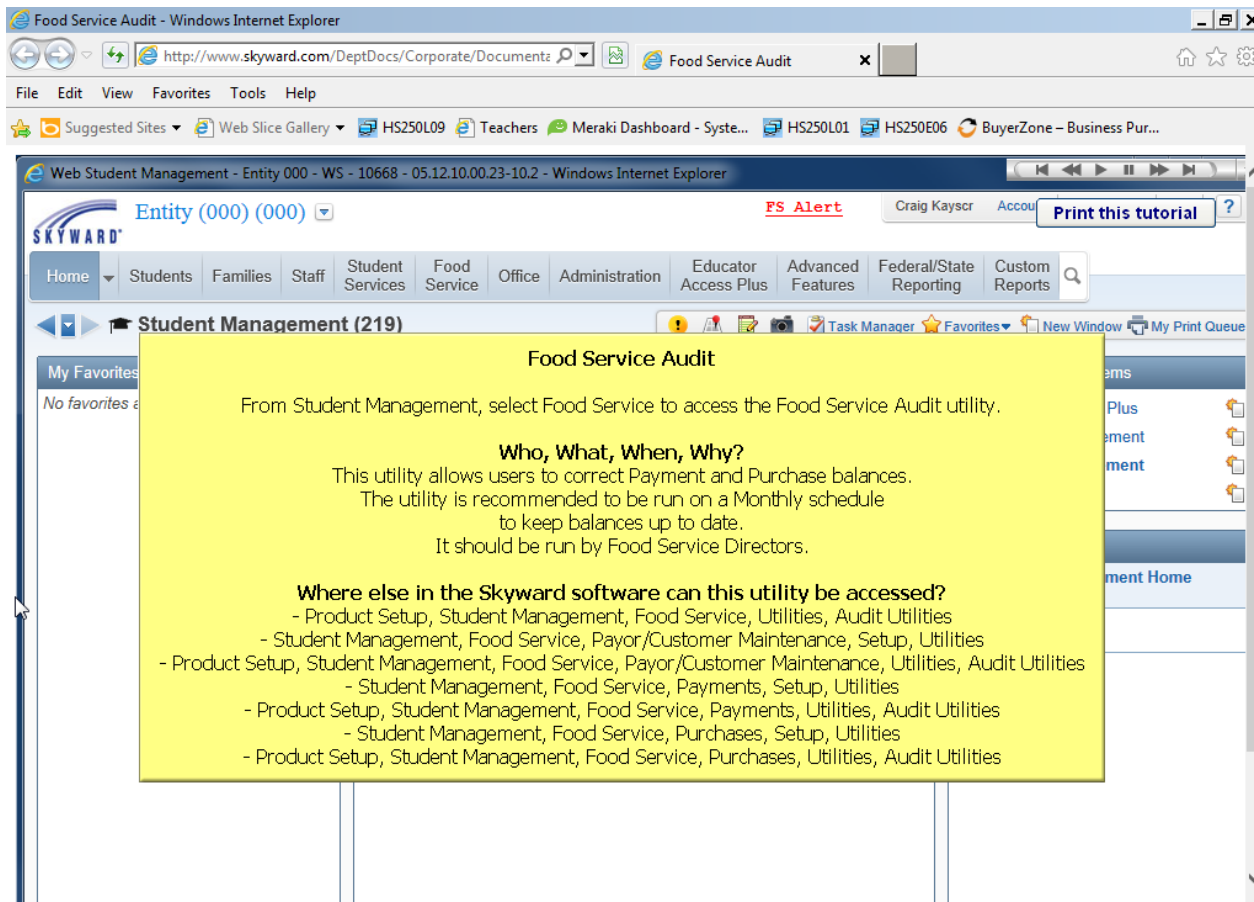
In this example, I went to Food Service



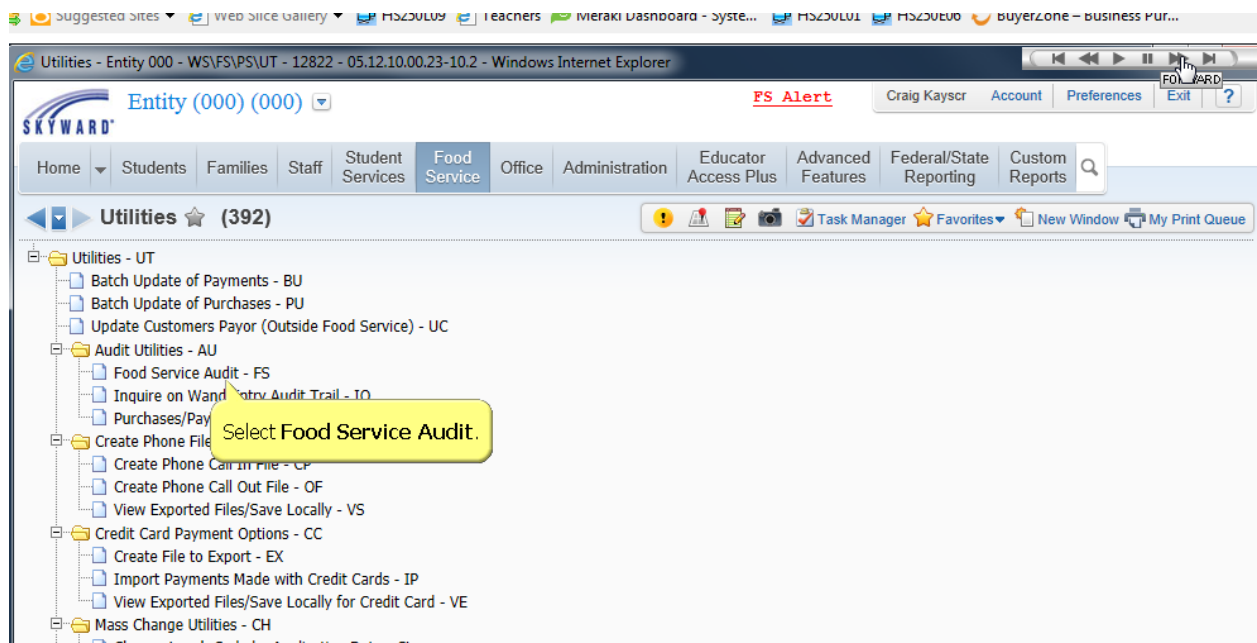
The screenshot shows the Skyward SKYDOC Home page. The browser address bar displays "https://skydoc.skyward.com/?MenuPath=PS - Skyward Software Documentation - SAYRE AREA SCHOOL DI - Windows Internet Explorer". The page features a navigation menu on the left with a tree view of categories including TM - Task Manager, WF - Financial Management, WH - Human Resources, WS - Student Management, RW - Report Writing, WA - Web Applications, WF - Web Financial Management, WH - Web Human Resources, WS - Web Student Management, AD - Administration, AF - Advanced Features, CM - Skyport Calendar Management, CR - Custom Reports, DW - Data Warehouse, EA - Educator Access Plus, ES - Entity Setup, FA - Families, FS - Food Service, and OF - Office. The main content area is titled "(WS) Web Student Management (FS) Food Service" and displays a "Food Service" section with a list of items: General Ledger Update, Pseudo Application Approval, Payor/Customer Maintenance, Product Setup, Purchases, Payment Entry, Reports, and Year End. Below this list are several webinar links: "PaC to Web - On Line Applications - Webinar (57 min)", "PaC to Web - Food Service Payments - Webinar (33 min)", "PaC to Web - Food Service Direct Certification Process - Webinar (18 min)", "PaC to Web - Food Service/Family Access Webinar (23 min)", and "Food Service Year End - Webinar (40 min)".

In this example, I wish to get help on Food Service Audit

I click on the desired items until I get to the desired help – see sample help below:



The help is web based animations that walk you through the process



Use the navigation button on top to move through the help