

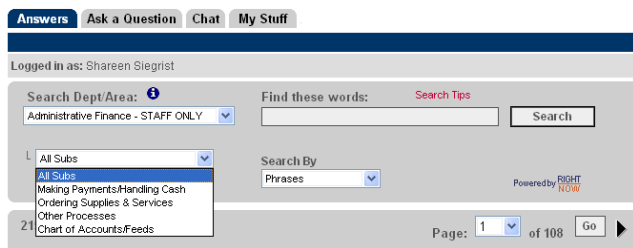
Financial Services

Date: 09/01/2011

Searching FastInfo FSJA-040

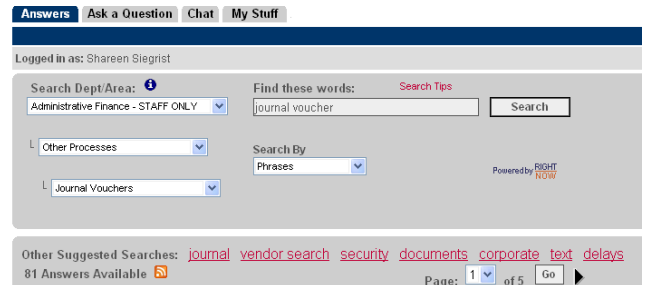
FastInfo provides answers to questions about Finance. To search for an answer:

1. Go to fastinfo.unm.edu
2. Select FastInfo (Not StudentInfo)
3. Select Administrative Finance
4. To narrow the search, select a subgroup under Administrative Finance and another subgroup under that group.



5. Enter what to search by in the 'Find these words' field:
 - A. Enter the question or enter specific words
 - Example: How do I do a Journal Voucher?
 - B. Or search by key words
 - Type Journal Voucher or
 - Type a '+' to include all words listed
 - For instance: Journal + Voucher + Create
6. In the 'Search By' field select:
 - A. Phrases for a general search
 - B. Similar Phrases
 - C. Exact Search
 - D. Complex Expression
 - E. Answer ID

7. Click on Search



8. The first five questions are the ones most likely pertaining to the question.
9. To review an answer, click on the question
10. On the bottom of the screen are additional questions. The answer may be more thorough or give additional information.
11. If the options do not answer the question, continue to search by changing the keyword or categories.
12. If there are no answers, submit a: Ask A Question at <http://fastinfo.unm.edu>.
13. To be notified of any updates for a FastInfo Answer, select the 'Notify Me by Email if this Answer is Updated'.
14. Provide feedback about any of the FastInfo answers by submitting a Rating to the Q&A's.

End