



## **EIS Campus Solutions 8.9**

### **Basic Navigation**

## Campus Solutions 8.9 – Basic Navigation

©Copyright 2007 University of North Texas System. All rights reserved.

No part of this document may be reproduced and/or distributed without the written permission of the University of North Texas System

Trademarks and copyrights of University of North Texas:



Trademarks and copyright acknowledgements of University of North Texas System's affiliates:

Oracle PeopleSoft Campus Solutions®

Names and marks for products provided by University of North Texas System's suppliers are used herein for identification purposes and may be trademarks of their respective companies.

# Contents

ABOUT THIS JOB AIDE .....	4
PURPOSE AND AUDIENCE.....	4
TRAINING OBJECTIVES.....	4
CONVENTIONS .....	4
TECHNICAL SUPPORT .....	4
SIGNING ON TO EIS .....	5
NAVIGATION.....	5
PERSONALIZE YOUR HOMEPAGE .....	6
FAVORITES.....	7
<i>Adding Favorites</i> .....	7
<i>Editing Favorites</i> .....	7
USING THE MENU PAGELET SEARCH FEATURE.....	8

# About This Job Aide

## Purpose and Audience

This job aid provides a high level overview to the most important changes to the Campus Solutions (previously known as Learning Solutions) 8.9 upgrade in EIS.

## Training Objectives

After reviewing this job aide, you should be able to do the following:

- Navigate through Campus Solutions (CS) 8.9 in EIS.
- Customize your homepage.
- Add/edit your favorites.
- Use the Search field.

## Conventions

The following conventions are used throughout the exercises in this material:

Item	Convention
Keyboard key names	<b>Bold, Uppercase text (e.g., the ENTER key)</b>
Actions/Select/Click	<b>Bold, mixed-case letters</b>
Special/New words	<i>Italic, mixed-case letters</i>
User typed text	<i>Italic, mixed-case letters</i>

**General:** Provides additional information pertaining to the topic.

**Tip:** Provides a tip or trick related to the topic.

## Technical Support

The Computing and Information Technology Center (CITC) wants faculty and staff to be satisfied with its products. If you need assistance with accessing and using Campus Solutions 8.9, contact the UNT CITC HelpDesk (565-2324) / HelpDeskMail@cc.admin.unt.edu or the Network Manager for your department as appropriate.

## Signing On to EIS

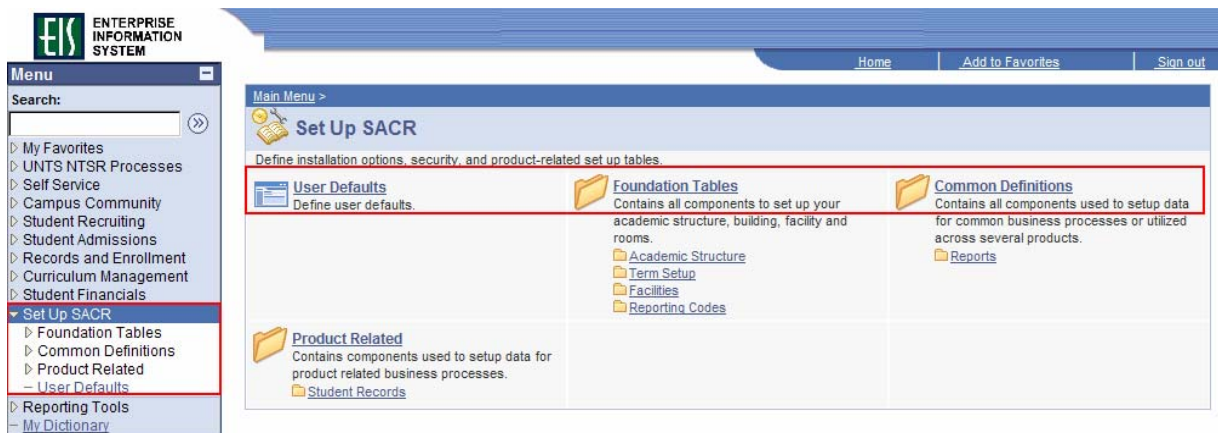
Your EUID and enterprise password are used to login to Campus Solutions. There is no difference in how you log in to the upgraded interface from the way you logged in to the old interface.

## Navigation





The universal navigation header is located at the top right of every page. It remains static as you navigate through the system.

The header contains the following links: **Home** (homepage), **Add to Favorites** and **Sign Out**.



As you select specific items from the **Menu** pagelet on the left of the screen, the modules and their corresponding components are accessible both from within the expanded menu as well as on the task page within the various folders.

The **Menu** pagelet can be minimized  or expanded  as you work. The vertical menu structure has a new look that includes icons as well as text. It has been reorganized for usability and navigation simplification.

You can click either the link or the icon to navigate to the next level.

## Personalize Your Homepage

On your homepage there are links available for personalizing which are located above the **Menu** pagelet named **Content** and **Layout**.

Enterprise Information System (EIS) interface showing the "Personalize Content" page. The page includes a navigation bar with links for Home, Worklist, Performance Trace, Add to Favorites, Sign out, New Window, Help, and a user icon. The main content area is titled "Personalize Content" and contains instructions for choosing and arranging pagelets. A "Welcome Message" text input field is present. Under "PeopleSoft Applications", there are four items with checkboxes: XML Publisher (unchecked), Menu (checked), My Reports (unchecked), and Main Menu (unchecked). At the bottom, there is a "Save" button and a "Return to Home" link.

To personalize your homepage:

1. Click the **Content** link to open the **Personalize Content** page.
2. Select the check boxes to choose the pagelets that you want to appear on your personalized homepage.

The selection of pagelets is preset by the application administrator.

3. You can preview each pagelet by clicking the pagelet name. If a pagelet is not available to you, text in the pagelet indicates this.
4. Click the **Personalize Layout** link.
5. Select a two-column or three-column layout view.
6. Arrange the pagelets by highlighting a pagelet name and clicking the arrows.
7. To delete a pagelet, select it and click the **Delete Pagelet** button to remove it from your personal homepage (this does not remove it from the system).

## Favorites

Favorites are now associated with your personal login to Campus Solutions 8.9. Previously, in Learning Solutions 8.0, your Favorites were actually associated with the browser you were using to access EIS. The problem with this approach was that your Favorites were only stored on the workstation/laptop that you were using at the time you created the Favorite.

In this new version, a Favorite is created within EIS, associated with your user name, and saved to a server. This means that no matter which workstation you are using to sign into Campus Solutions, your Favorites “follow” you and are always available once you successfully sign in.

## Adding Favorites

The screenshot shows the 'Add to Favorites' dialog box in the EIS system. The dialog box has a title bar with 'Home', 'Add to Favorites', and 'Sign out' buttons. Below the title bar are links for 'New Window', 'Help', 'Customize Page', and 'http'. The main content area is titled 'Add to Favorites' and contains the instruction 'Please Enter a Unique Description for this Favorite'. There is a text input field labeled '\*Description:' with the text 'Student Services Center' entered. At the bottom are 'OK' and 'Cancel' buttons.

To add favorites:

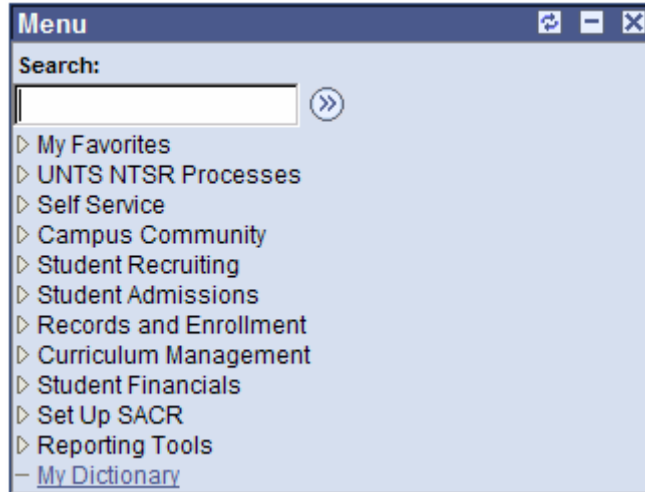
1. After logging in, navigate to a page you frequently access.
2. Click the **Add to Favorites** link in the upper right of the page.
3. You will be prompted to enter a descriptive name for your link; enter a name and click **OK**.
4. The page is added (in alphabetic order) to your **My Favorites** menu section.

## Editing Favorites

To make changes or deletions to your favorites:


1. Expand the **My Favorites** folder in the **Menu** pagelet.
2. Click **Edit Favorites**.
3. The **Edit Favorites** page appears, displaying a grid with the favorites that you have set.
4. Locate the favorite that you want to modify, and make your changes.
  - To re-label a favorite, type a new name in the text box.
  - To delete a favorite, press the **Delete** button associated with it.
  - To reorder favorites, type an appropriate number in the **Sequence** number box.
5. Save your changes.

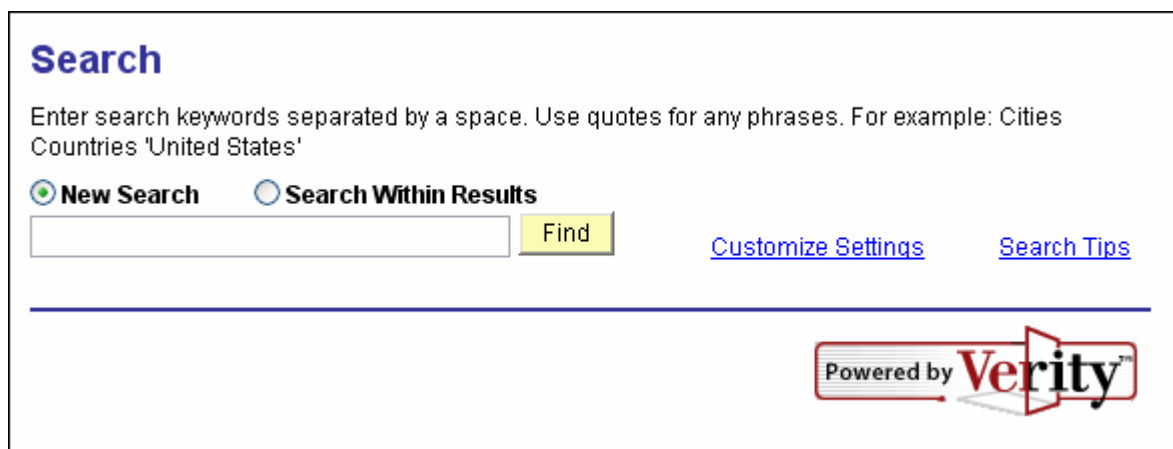
## Using the Menu Pagelet Search Feature



You can use the **Search** field located in the Menu pagelet to search for a registered content reference within the system.

To use Search:

1. Enter descriptive word(s) associated with the page you want to find.
2. Press **Enter** or click the **Search** button. This action opens the **Search** page displaying the results.
3. You can also hit the **Start your Search** button,  and the page below will appear



If your search produces a large number of results, modify your search criteria by:

1. Selecting the **Search Within Results** option.
2. Select **Find** to narrow your search further.
3. Use the **Customize Settings** link to hide or show summaries of each search result and to control the number of search results that appear on each page.