



## **MaineStreet Navigation Tools**

### **Concept**

The MaineStreet system uses a combination of menus, buttons and hyperlinks to help users navigate through the system. This topic covers some of the basics of navigating the MaineStreet Campus Solutions, HRMS and Financials systems.

Please refer to: <http://www.maine.edu/pdf/MaineStreetNavigationTools.pdf>

# Reference Document

## MaineStreet Navigation Tools



Step	Action
1.	When you first access a MaineStreet system (database) such as Campus Solutions, HRMS or Financials, you start at the system's "Home" page. In the top right corner of the Home page, the MaineStreet navigation header contains links to <b>Home</b> (the database homepage), the <i>Worklist</i> (where applicable), <i>Add to Favorites</i> (bookmarks to frequently used pages) and <i>Sign out</i> . The navigation header remains static as you navigate through pages.



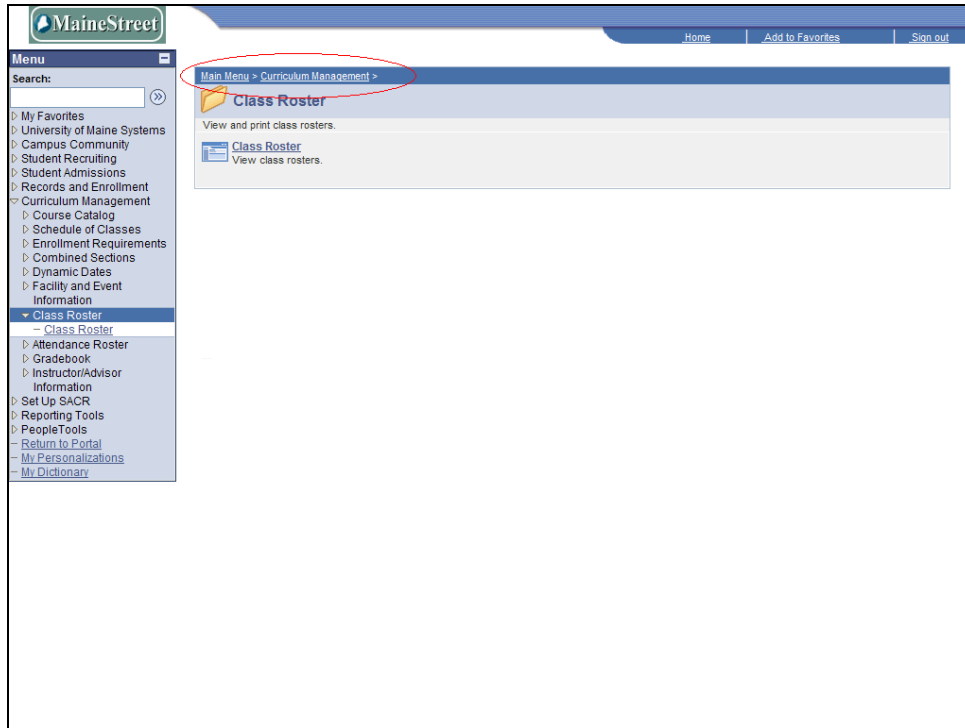
Step	Action
2.	<p>On the left side of the Home page is the <i>Menu pagelet</i>. This is your primary tool for navigating through the system. The Menu contains <i>Folders</i> representing the major tasks and processes you can access.</p> <p><b>Note:</b> The <i>Folders</i> you can access is determined by the roles assigned to you in the system.</p> <p>Each <i>Folder</i> name is preceded by a triangle. Click on the triangle to open the folder.</p> <p>For this example, we'll click the <b>Curriculum Management</b> link.</p> <p><a href="#">▶ Curriculum Management</a></p>

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## MaineStreet Navigation Tools



Step	Action
3.	<p>When you click on a <b>Folder</b> to open it, a <b>Navigation page</b> will appear to the right. In the Navigation page, the Components and Folders are displayed as clickable links and the contents of the folders are listed. When navigating to a page, you can use either the menu pagelet on the left or the navigation page.</p> <p>For this example, we'll click the <b>Class Roster</b> folder in the menu pagelet.</p>



Step	Action
4.	<p>As you navigate through folders and pages, "breadcrumbs" appear at the top of the page that show the path you have taken. Each breadcrumb is a clickable link that you can click to return to a previous link.</p> <p>For this example, we'll click the <b>Curriculum Management</b> breadcrumb.</p> <p><a href="#">Curriculum Management</a></p>

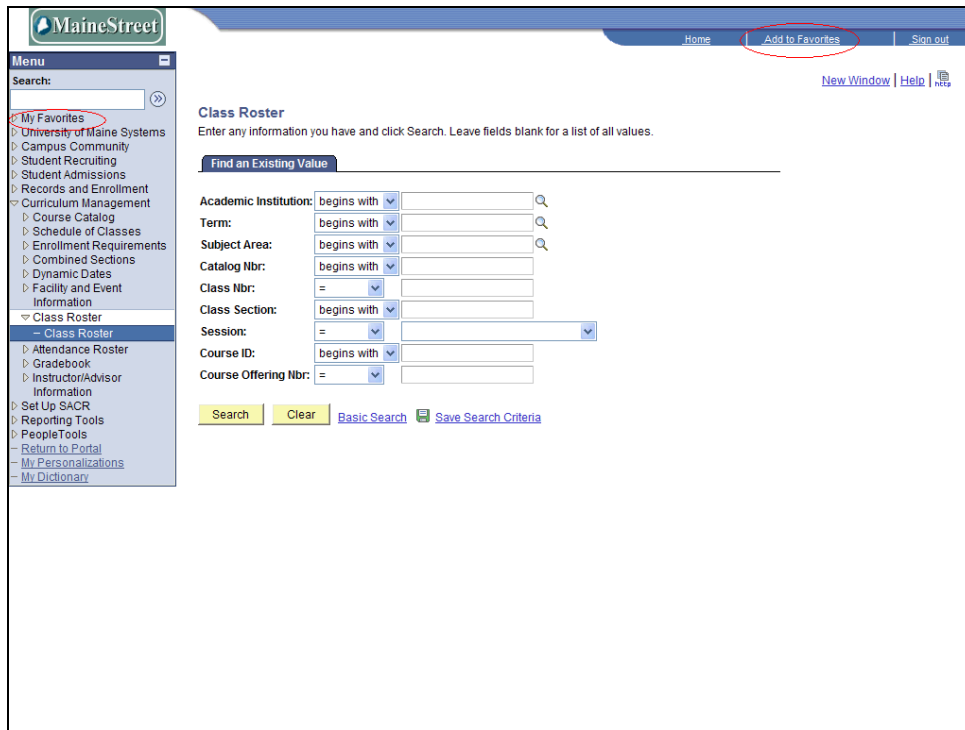
# Reference Document

## MaineStreet Navigation Tools

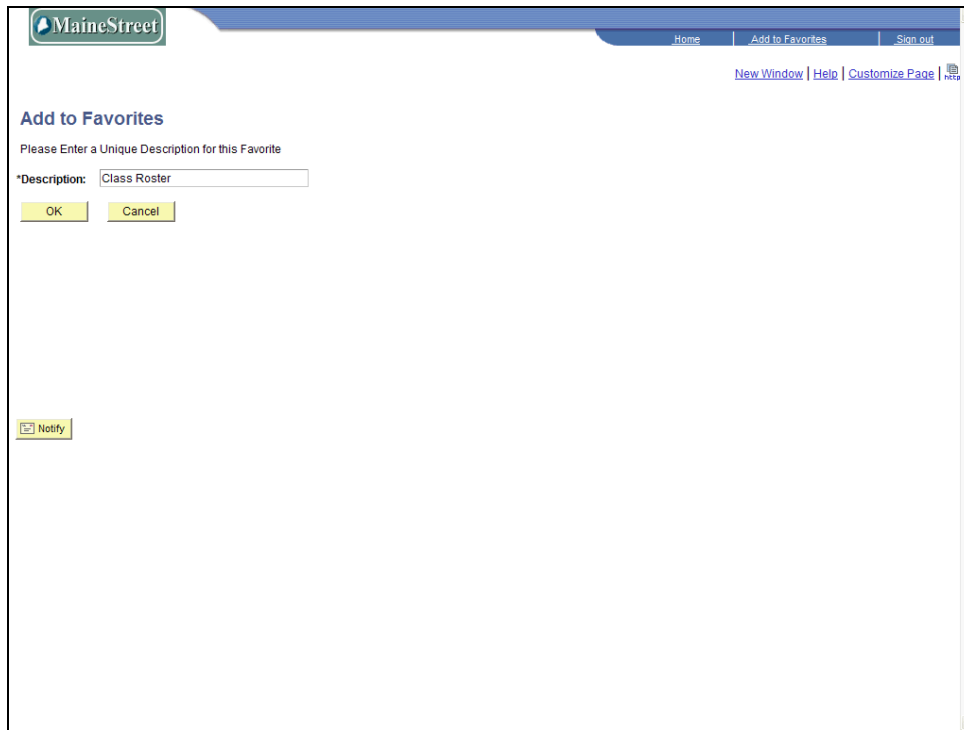


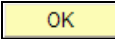
The screenshot shows the 'MaineStreet' interface for 'Curriculum Management'. On the left is a 'Menu' sidebar with a search box and a tree view. The 'Class Roster' item is expanded and highlighted. The main area is titled 'Curriculum Management' and contains a grid of tool icons with descriptions and sub-links. The tools include: Course Catalog, Schedule of Classes, Enrollment Requirements, Combined Sections, Dynamic Dates, Facility and Event Information, Class Roster, Attendance Roster, and Gradebook.

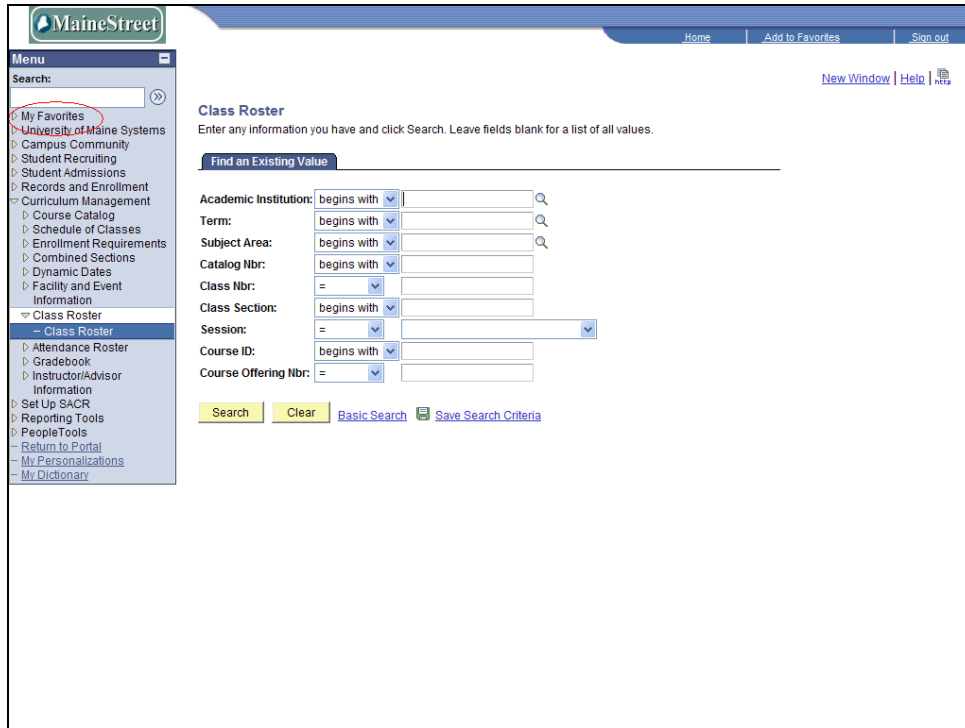
Step	Action
5.	From the Navigation Menu pagelet, click the <b><i>Class Roster</i></b> component to open the <b>Class Roster</b> page. <a href="#">Class Roster</a>




Step	Action
6.	<p>The Component <i>Page</i> opens to the right of the menu pagelet and replaces the navigation page.</p> <p>If this is a page you frequently access, you can add it to your <i>My Favorites</i> menu.</p> <p>Click the <b>Add to Favorites</b> link located in the navigation header.</p> <p><a href="#">Add to Favorites</a></p>



Step	Action
7.	<p>On the <b>Add to Favorites</b> page, the page name appears in the <i>Description</i> field. You can change the description, if you wish.</p> <p>When ready, click the <b>OK</b> button.</p> 



**MaineStreet** Home Add to Favorites Sign out

[New Window](#) | [Help](#) | 

**Menu**

Search:

- My Favorites
- University of Maine Systems
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Course Catalog
  - Schedule of Classes
- Enrollment Requirements
- Combined Sections
- Dynamic Dates
- Facility and Event Information
- Class Roster
  - Class Roster
- Attendance Roster
- Gradebook
- Instructor/Advisor Information
- Set Up SACR
- Reporting Tools
- People Tools
- Return to Portal
- My Personalizations
- My Dictionary

**Class Roster**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

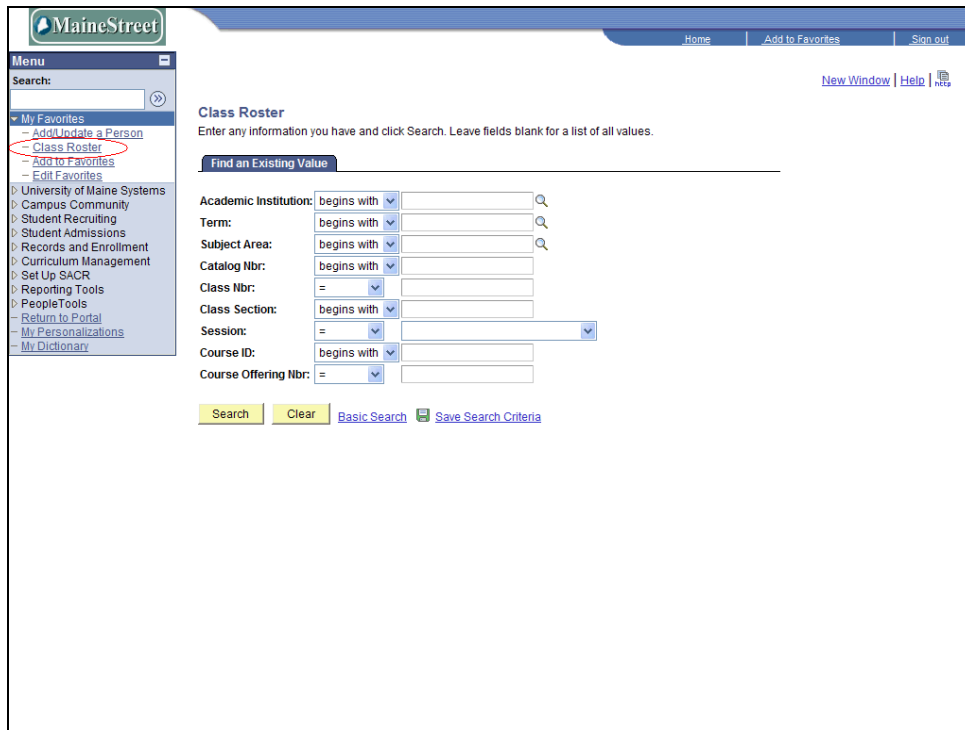
Session: =

Course ID: begins with

Course Offering Nbr: =

[Basic Search](#)

Step	Action
8.	Click the <i>My Favorites</i> folder to view your current favorites.



**MaineStreet** Home Add to Favorites Sign out

**Menu**

Search:

My Favorites

- Add/Update a Person
- **Class Roster**
- Add to Favorites
- Edit Favorites

University of Maine Systems

- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Set Up SACR
- Reporting Tools
- PeopleTools
- Return to Portal
- My Personalizations
- My Dictionary

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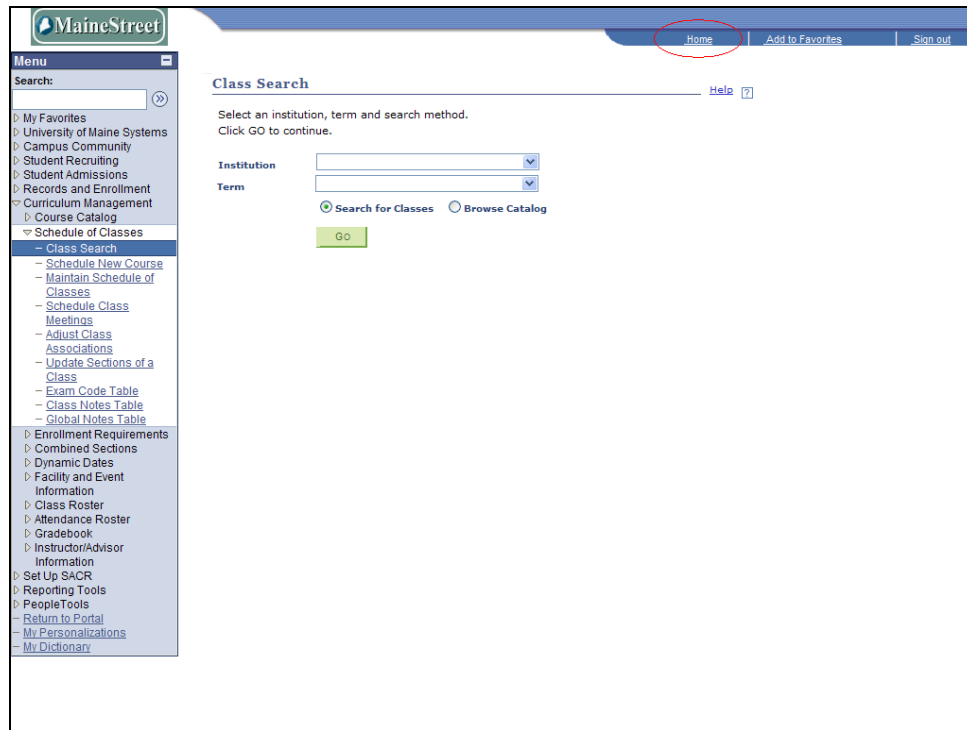
Session: =

Course ID: begins with

Course Offering Nbr: =

[Basic Search](#)

Step	Action
9.	The favorite you added now appears in the list. The next time you need to access the page you added to <i>My Favorites</i> , just click on the link.



Step	Action
10.	<p>Another handy navigation tool is the <b><i>Home</i></b> link located in the Navigation folder. If you drill down to a page and want to return back to the system's Home page, click the <b><i>Home</i></b> link located in the navigation header.</p> <p><b>Note:</b> <b>NEVER</b> use the browser 's back arrow to return to a previous page.</p> <p>Click the <b><i>Home</i></b> link.</p> <div data-bbox="370 1312 483 1346" style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">Home</div>

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Step	Action
11.	Select <b>[Enter]</b> to close topic.
12.	<b>End of Procedure.</b>