



NEW NAVIGATION MAINESTREET NAVIGATION FEATURES

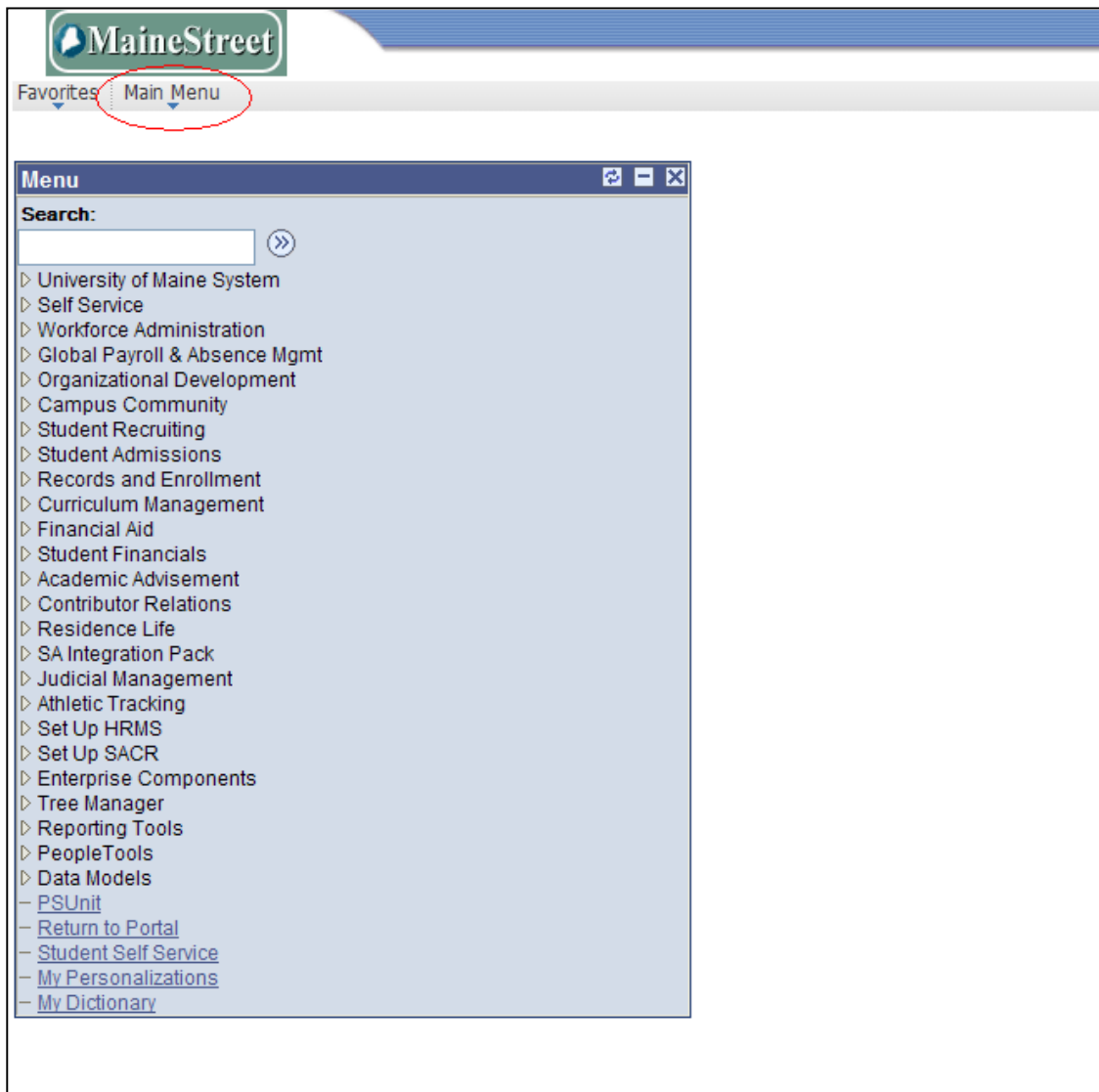
Concept

The following new navigation features are currently used in Campus Solutions and will be introduced to Human Resources (HRMS) in March 2012.

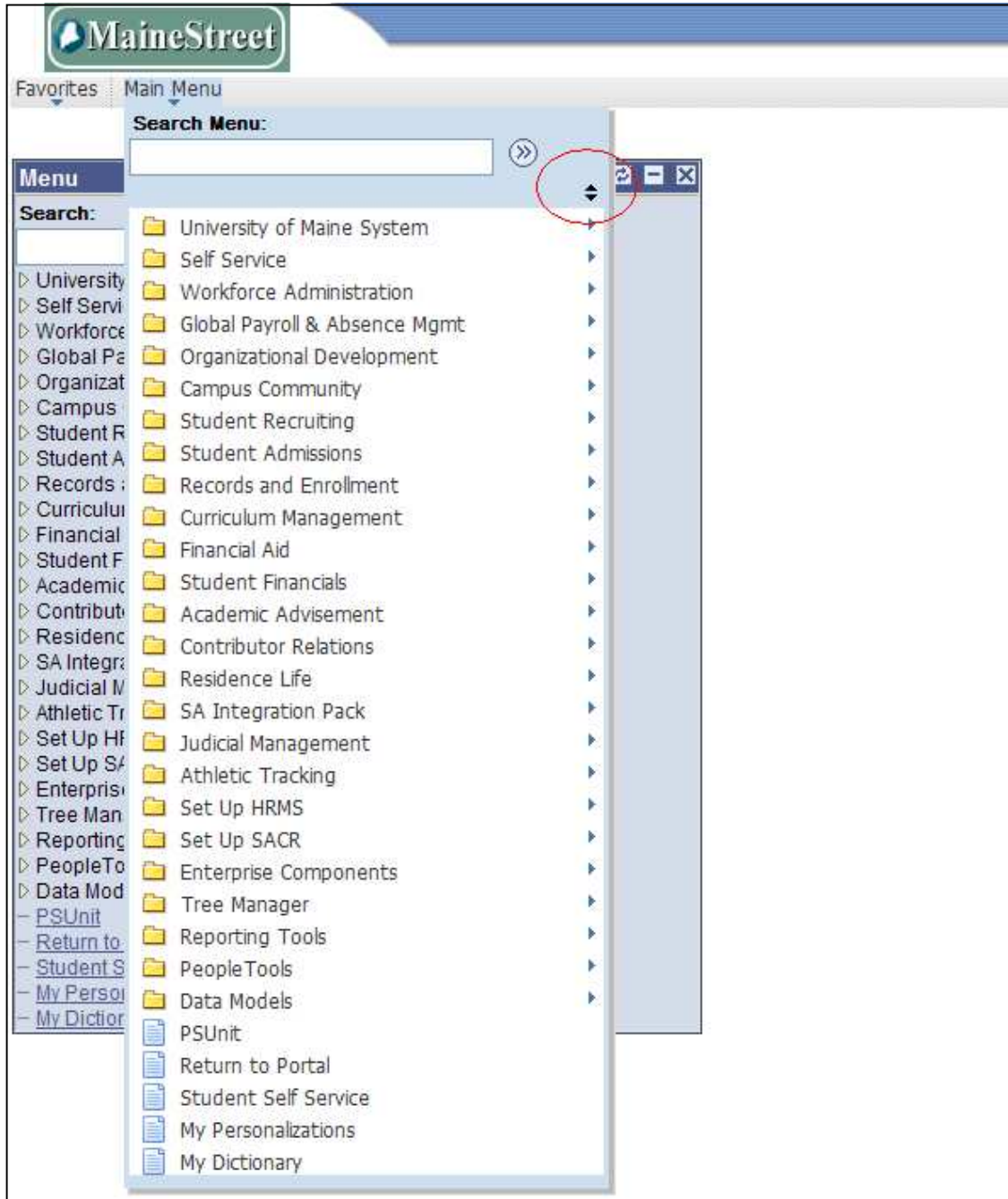
- **Floating drop-down menu navigation** - As you mouse over any section of the menu, the menu cascades to the right, revealing more components that you have access to view. Advantages of the new floating navigation are:
 - **You can sort the menu** – Click the sort icon on the main menu to toggle between alphabetic ascending, descending, and portal sequence number presentation of folders.
 - **The menu is scrollable** – Click the scroll arrows that appear at the top and bottom of the menu when the menu is too long for you to view in its entirety. When you find the folder or page, select it.
 - **You can search the menu** – Enter a keyword or phrase and the search index will generate matching entries as you type. When you see a match, select the item in the list.
 - **The menu leaves breadcrumbs** – As you navigate, breadcrumbs appear across the top of the page to inform you of your location. You can also click on a breadcrumb to navigate backwards.



Sorting the Menu

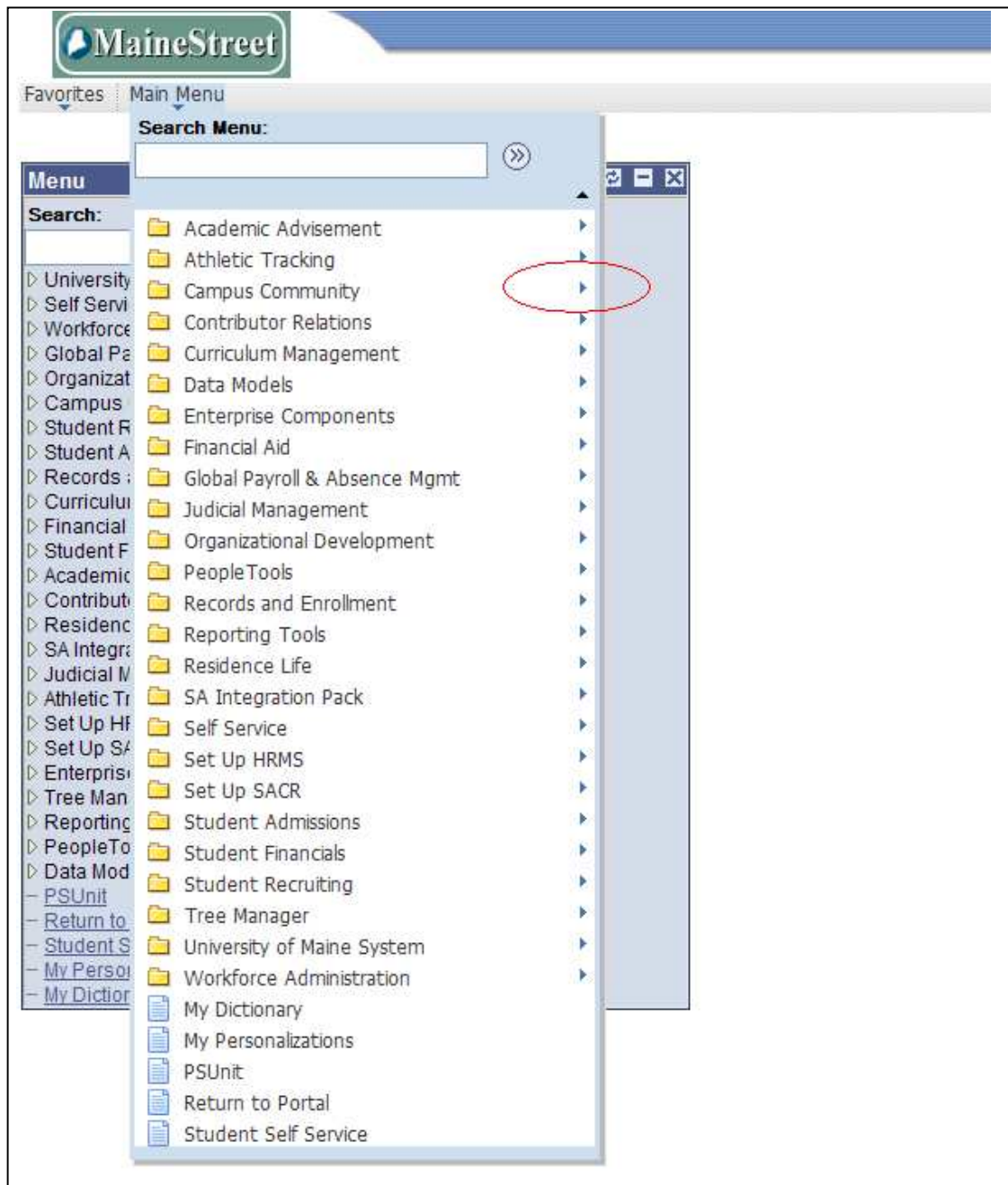


Step	Action
1.	To sort the menu, start by clicking the Main Menu link.

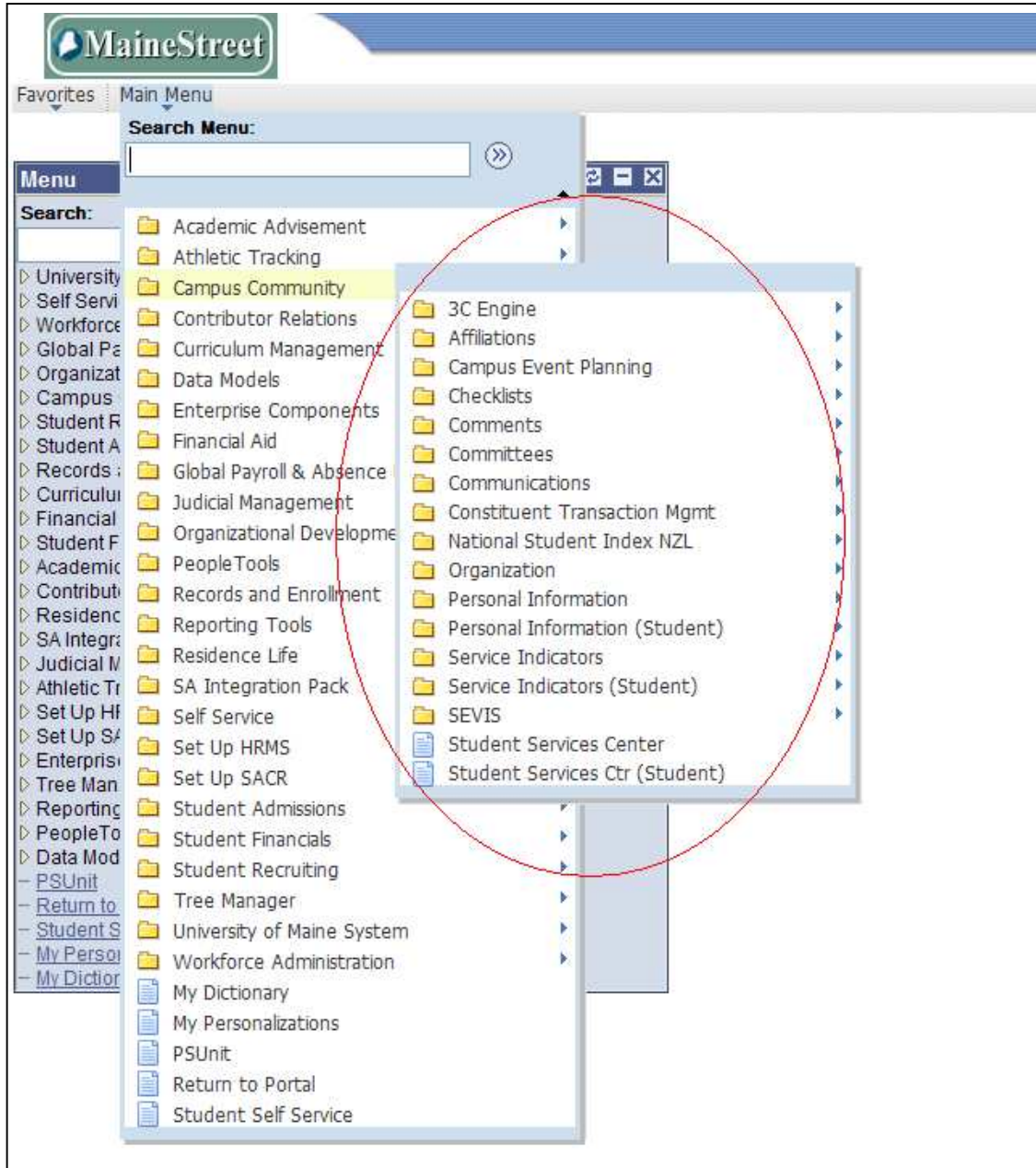


Step	Action
2.	Next, click the sort icon on the Main menu to toggle between alphabetic ascending, descending presentation of folders.

Reference Document MaineStreet Fundamentals: New Navigation Features

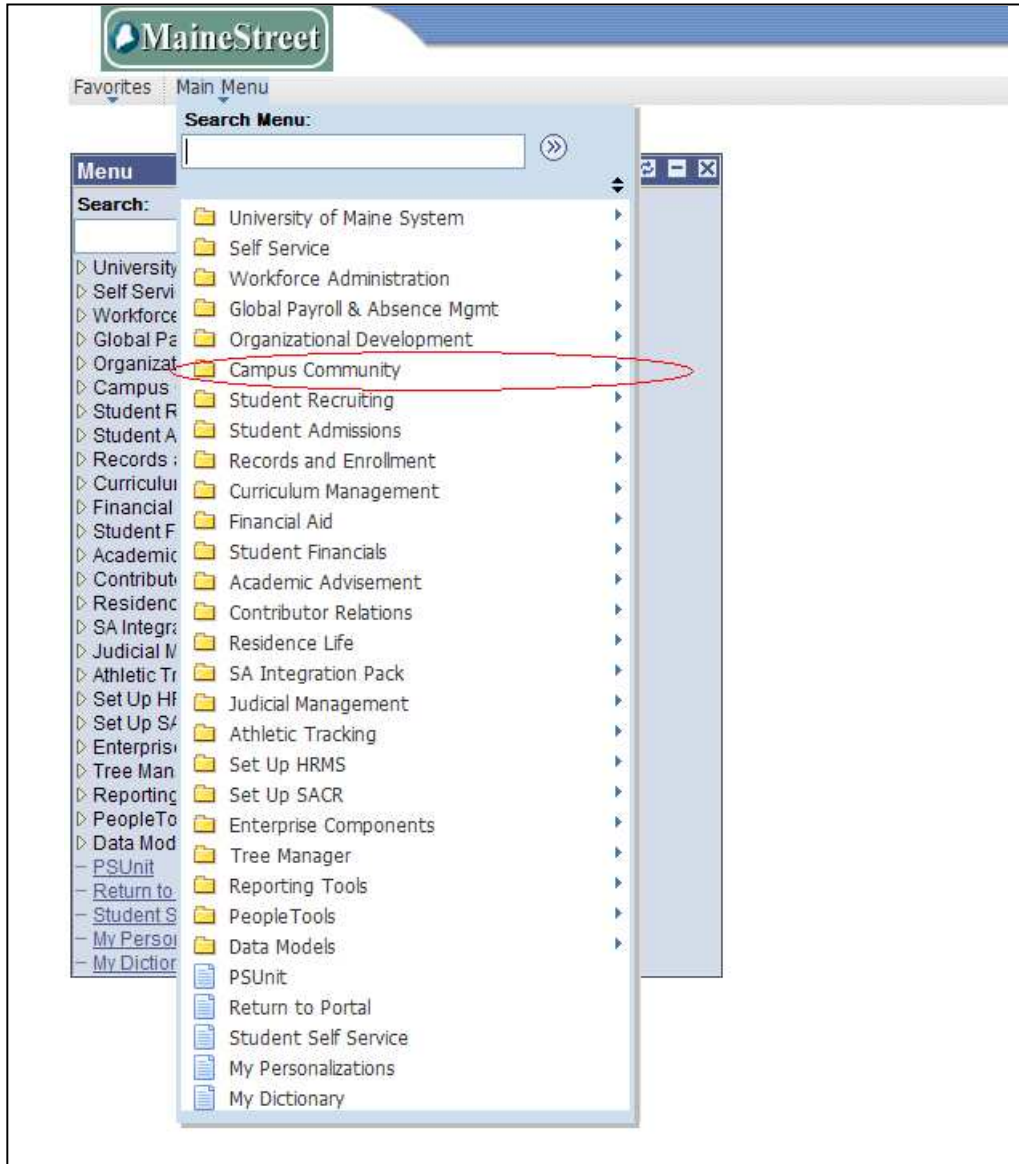


Step	Action
3.	Not only is the list of folders in the Main menu sorted alphabetically, but the sub-folders and pages within sub-folders will be sorted alphabetically, as well. In this example, we'll open the Campus Community folder.

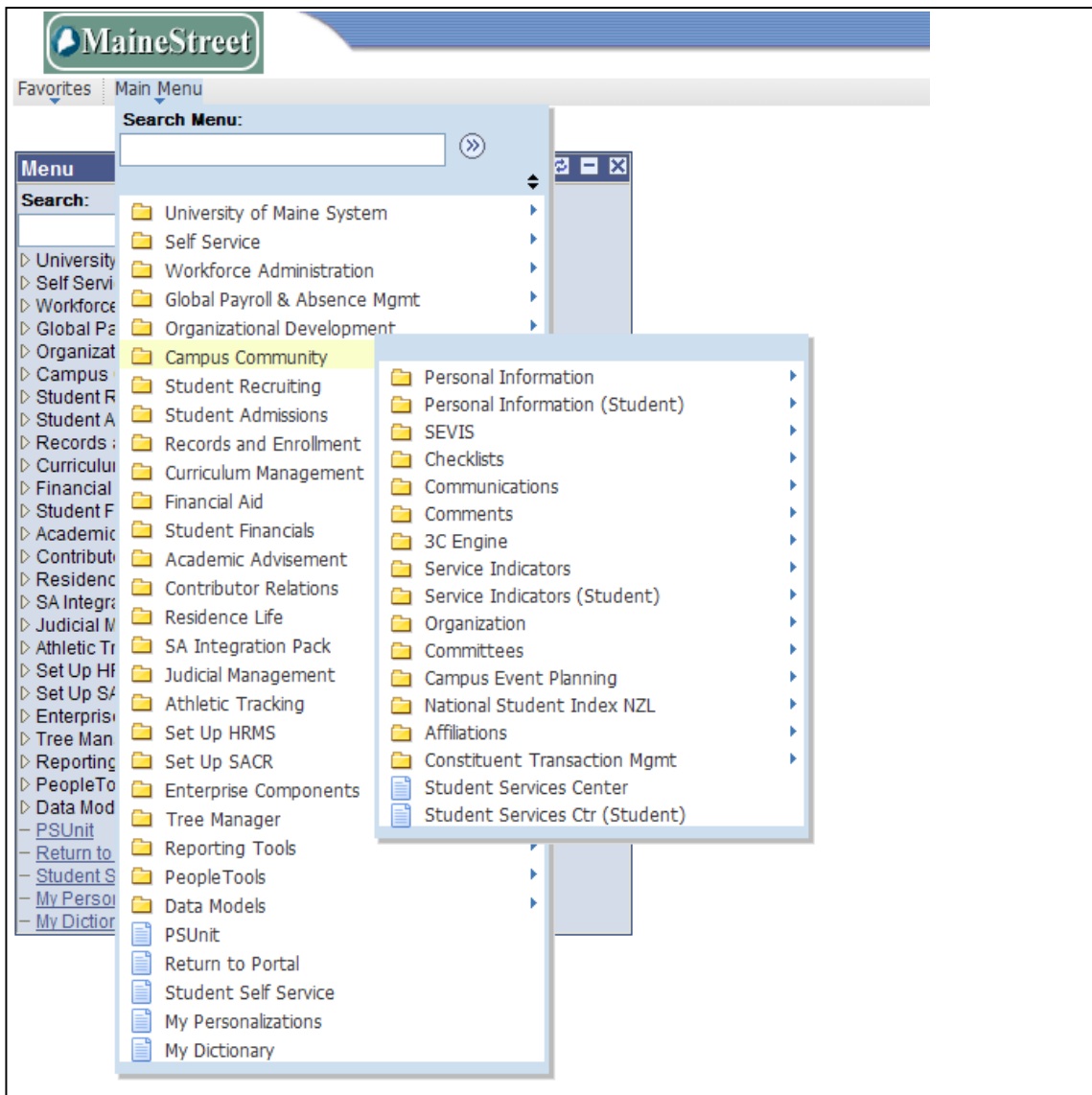


Step	Action
4.	Notice the sub-folders and links are sorted in alphabetical order.

Floating Drop-Down Navigation



Step	Action
5.	The new navigation offers floating drop-down menu navigation. As you mouse over any section of the menu, the menu cascades to the right, revealing more components that you have access to view. For example, if you click on the Campus Community link....

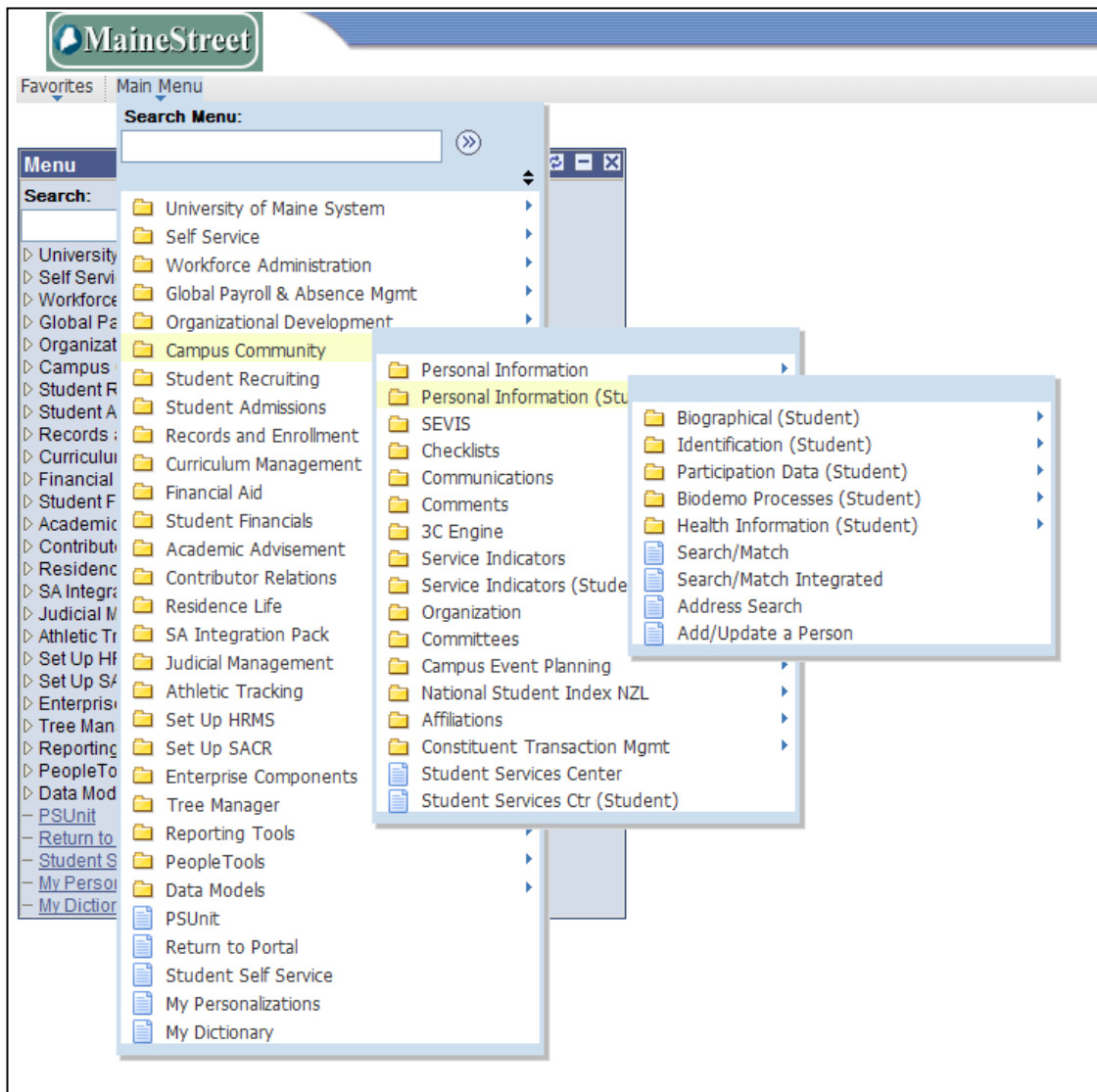


1. The **Campus Community** folder opens over the **Main** menu. To open a **Campus Community** sub-folder, hold the mouse cursor over the sub-folder you wish to open...**Do Not Click** on the folder.

In this example, we'll hold the cursor over the *Biographical (Student)* folder.

Reference Document

MaineStreet Fundamentals: New Navigation Features



Step	Action
2.	<p>The sub-folder will open and display over the Campus Community folder. Continue opening folders in this manner until you reach the level you wish to open.</p> <p>Note: At any point, you can click on a folder or link to open it.</p> <p>For this example, we'll continue navigating to the Addresses page.</p>



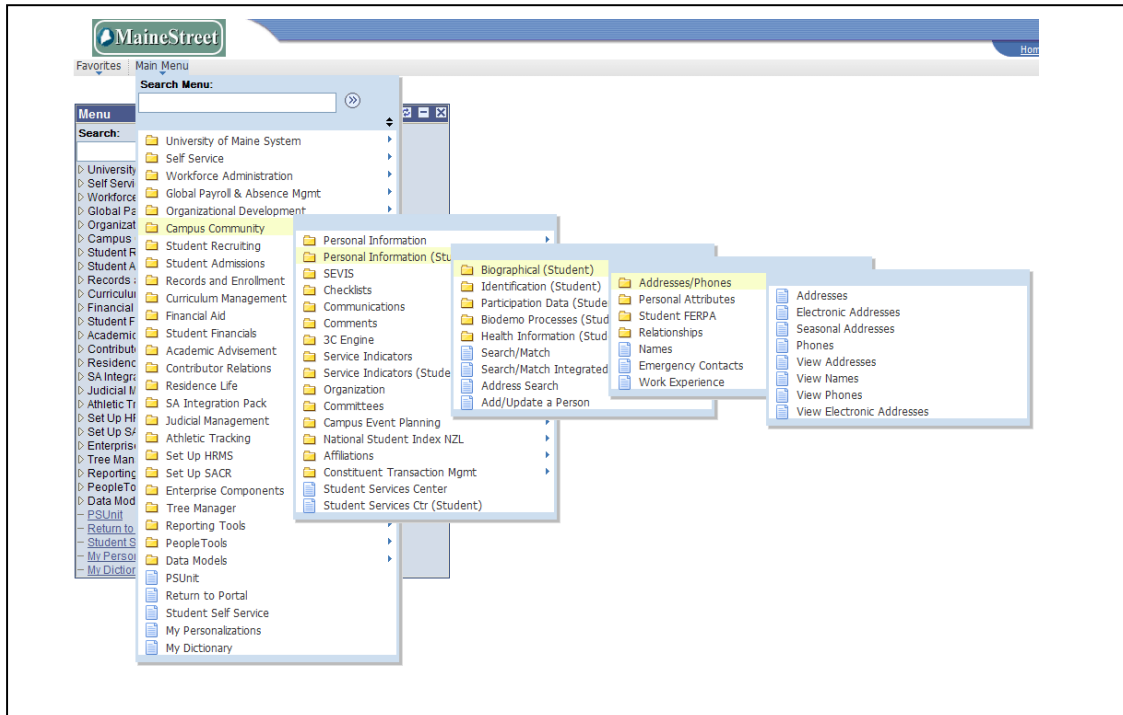
Reference Document MaineStreet Fundamentals: New Navigation Features

The screenshot displays the MaineStreet navigation interface. At the top left is the MaineStreet logo. Below it is a 'Favorites' section and a 'Main Menu' section. A 'Search Menu' is open, showing a search input field and a list of search results. The search results are organized into a tree structure, with the following items visible:

- University of Maine System
- Self Service
- Workforce Administration
- Global Payroll & Absence Mgmt
- Organizational Development
- Campus Community
- Personal Information
- Personal Information (Student)
- SEVIS
- Checklists
- Communications
- Comments
- 3C Engine
- Service Indicators
- Service Indicators (Student)
- Organization
- Committees
- Campus Event Planning
- National Student Index NZL
- Affiliations
- Constituent Transaction Mgmt
- Student Services Center
- Student Services Ctr (Student)
- Biographical (Student)
- Identification (Student)
- Participation Data (Student)
- Biodemo Processes (Student)
- Health Information (Student)
- Search/Match
- Search/Match Integrated
- Address Search
- Add/Update a Person
- Addresses/Phones
- Personal Attributes
- Student FERPA
- Relationships
- Names
- Emergency Contacts
- Work Experience

Reference Document

MaineStreet Fundamentals: New Navigation Features





Step	Action
1.	You can still navigate using the folder view, if you prefer that method. To open the folder view, click on a folder in the Main menu. In this example, we will click on Campus Community .

Reference Document

MaineStreet Fundamentals: New Navigation Features



MaineStreet Home Add to Favorites

Favorites | Main Menu > Campus Community

Main Menu >

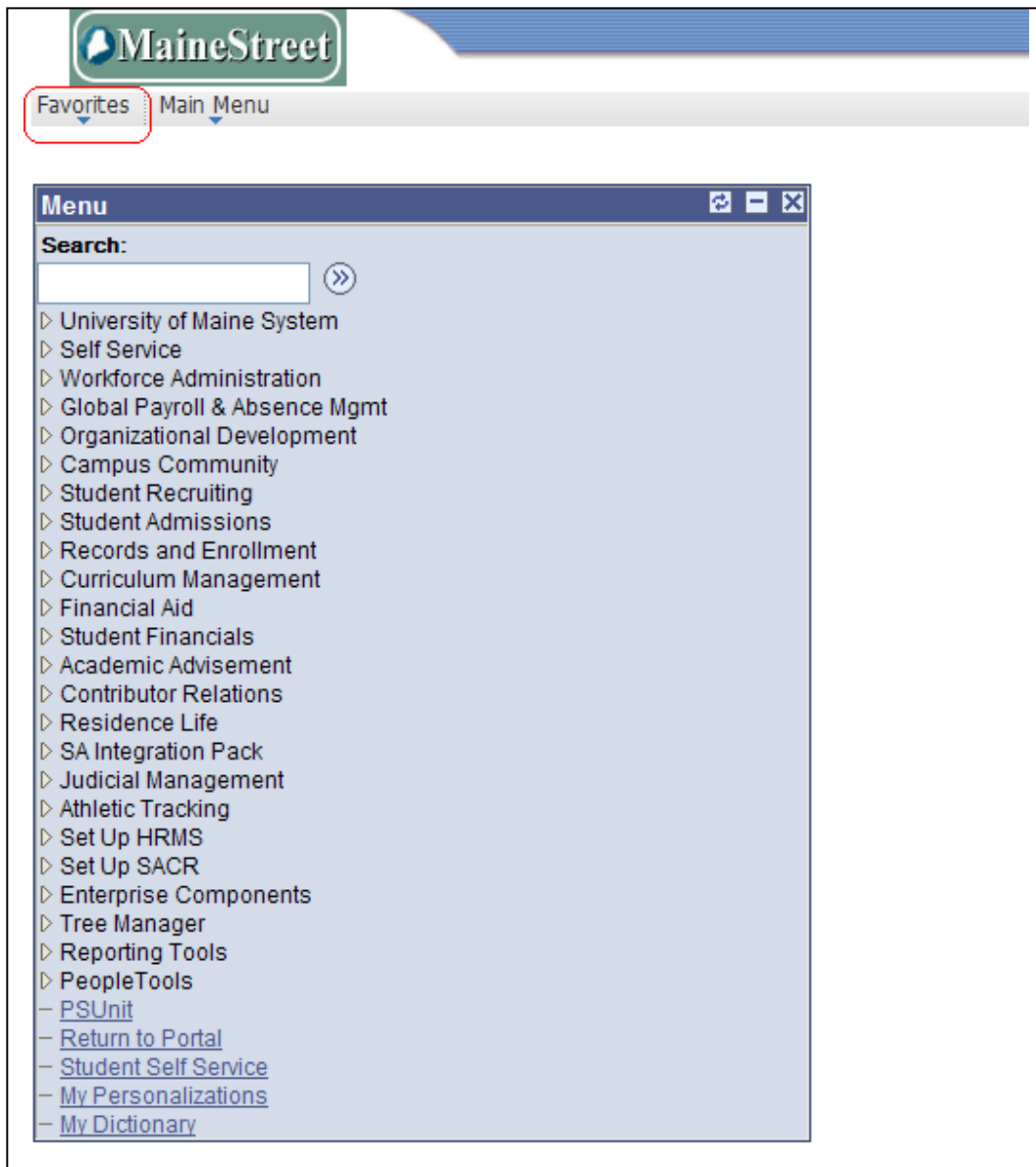
Campus Community

Maintain bio/demo information about people and organizations, maintain 3C information.

<p>Student Services Center View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.</p>	<p>Student Services Ctr (Student) View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.</p>	<p>Personal Information Enter personal data, biographical, health, identification and participant information. Search/Match Search/Match Integrated Address Search 7 More...</p>
<p>Personal Information (Student) Enter personal data, biographical, health, identification and participation information for a student. Search/Match Search/Match Integrated Address Search 8 More...</p>	<p>SEVIS Maintain and evaluate SEVIS reportable information for F, M and J visa holders. L20 Forms F/M Alerts F/M Full Course Exceptions 10 More...</p>	<p>Checklists Manage checklists for a person, an external organization or an event. Person Checklists Organization Checklists Event Checklists 6 More...</p>
<p>Communications Manage communications for a person or an external organization. Person Communications Organization Communications Mass Change - Communications 8 More...</p>	<p>Comments Track comments for a person or external organization. Comments - Person Comments - Organization Set Up Comments 3 More...</p>	<p>3C Engine Manage and run the 3C Engine. Set Up 3C Engine 3C Engine Trigger Results Run 3C Engine</p>
<p>Service Indicators Grant or limit an individual's access to services at your institution. Person Organization</p>	<p>Service Indicators (Student) Grant or limit a student's access to services at your institution. Manage Service Indicators Audit Service Indicators Mass Assion Mass Release</p>	<p>Organization Manage external organizations information. Create/Maintain Organizations Change Organization ID Review Organizations 5 More...</p>
<p>Committees Manage committees inside your institution. Manage Committees Committee Type/Role</p>	<p>Campus Event Planning Plan an in-campus or an off-campus event. Event Management View Event Information Set Up Events Add/Update a Person</p>	<p>National Student Index NSI Process NSI data to and from the NZL Ministry of Education and revsuspense file. Process NSI NSI Suspense NSI Additional Data</p>
<p>Affiliations This folder defines the tables used to add/update/view Affiliations. Add/Update Affiliations View Person Affiliations View Affiliation Codes 2 More...</p>	<p>Constituent Transaction Mgmt Manage constituent data received through web services and file parser. Constituent Staging Transaction Management Process</p>	

Step	Action
1.	From here you can navigate to the appropriate page via folders and/or links.

Recently Used Pages



Step	Action
1.	<p>Another new navigation feature is Recently Used pages. After you navigate to a page, you can access it again later via the Recently Used section located under Favorites.</p> <p>As an example, now that we've returned to home page, we'd like to re-open the Addresses page. Click on the Favorites menu option.</p>

Reference Document

MaineStreet Fundamentals: New Navigation Features



The screenshot shows the MaineStreet web application interface. At the top, there is a navigation breadcrumb: Favorites | Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses. A 'Recently Used' sidebar menu is highlighted with a red circle, containing a link to 'Addresses'. Below this is a 'My Favorites' section with options: Add to Favorites, Edit Favorites, Add/Update a Person, and Class Roster. The main content area contains search filters for Academic Career, National ID, Campus ID, Last Name, and First Name, each with a 'begins with' dropdown and an input field. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

Step	Action
2.	Now you can open the page by clicking on the link in the Recently Used section.