

SAIS GUIDE ON USER INTERFACE NAVIGATION v1.0

HOMEPAGE CONTROLS

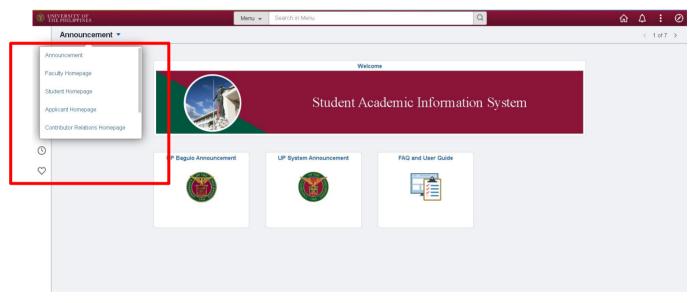
HOMEPAGE CONTROLS

	Definition		
Homepage Indicator	If a user has multiple homepages, the homepage indicator shows the total number of available homepages.		
	Note: The homepage indicator is not a navigational control. Clicking on a circle will not display the homepage it represents.		
Home	Select to return to the primary SAIS Homepage.		
Notifications	Select to view actions and alerts in the notifications window.		
Action List	Select to see a list of available actions for the current page.		
:	The Sign Out button is found under this menu and is always available for all pages.		
Navigation Bar	Select to use the Navigation Bar (NavBar).		
\bigotimes	The NavBar provides handy navigation options such as Recent Places, My Favorites, Navigator (which is used to navigate to other pages), and the Classic Home.		
	Users can also add and remove options in the NavBar using the personalization function.		
Favorites	On the left side of the user interface.		
\heartsuit	Shortcut to your assigned favorite pages.		
Recently Visited	On the left side of the user interface.		
C	Shortcut to your assigned recently visited pages.		

USER INTERFACE

The top left portion of the Homepage is the Header (Announcement, Student Homepage, etc.).

Clicking on the Homepage drop-down menu on the Header will display all available homepages.



MY FAVORITES

Selecting the My Favorites button in the NavBar will display the pages added by the user to his/her favorites. Pages can be added to the user's favorites by selecting Add To Favorites under the Actions List.

			Add To Homepage	Vindow
Add/Update a Person Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value		d which first and the second data in the second data and a first second data	Add To NavBar	
		Add To Favorites		
Search Criteria		MultiChannel Console	-	
SAIS ID	begins with *		My Preferences	
Student Number	1		My Preferences	
National ID:	begins with *		Sign out	
Last Name: First Name:	begins with *		Sign dat	
Search		History 🔲 Case Sensitive Search 🔯 Save Search Criteria		



USER INTERFACE

RECENT PLACES

Selecting the Recent Places button in the NavBar will display the most recent pages the user has visited.



ADDING PAGE TO THE HOMEPAGE, NAVBAR, and FAVORITES

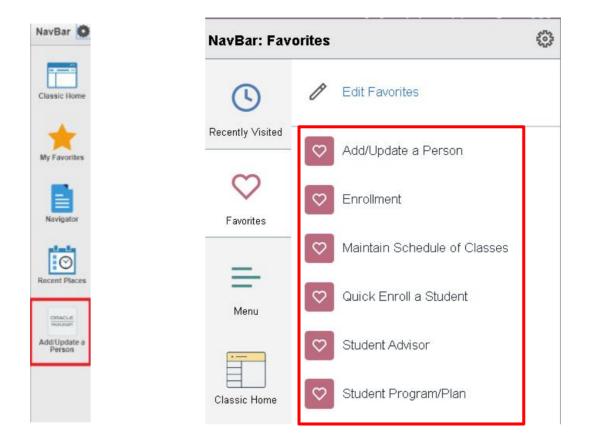
Navigate to the desired page.

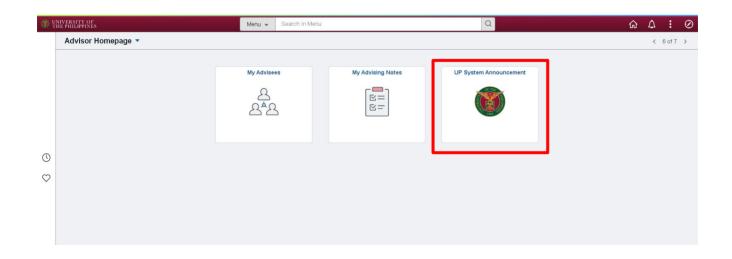
Click the Action List button at the upper right corner of the page.

Click the Add to Homepage, Favorites or NavBar option. See the image below.



USER INTERFACE





TECHNICAL SUPPORT

For technical support, please contact us at the UP System ICT Support at:

https://ictsupport.up.edu.ph/



This document was was prepared by the Office of the Vice President for Development-Information Technology Development Center (OVPD-ITDC).