










**SAIS GUIDE  
ON USER  
INTERFACE  
NAVIGATION  
v1.0**

# HOMEPAGE CONTROLS

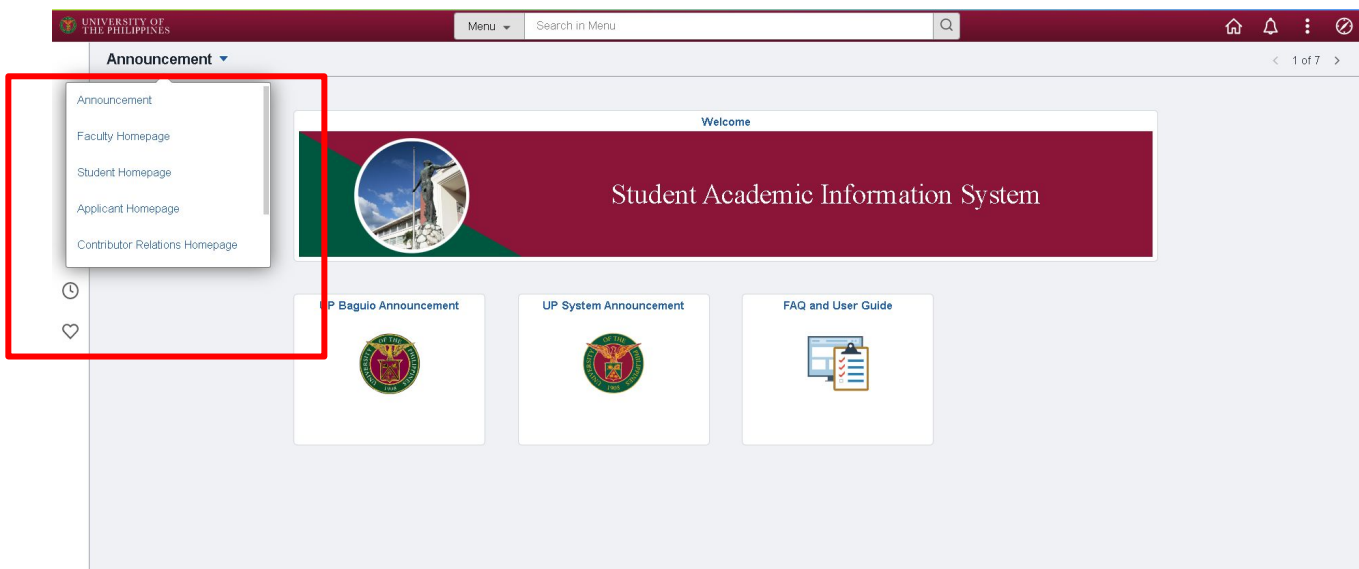
## HOMEPAGE CONTROLS

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

# USER INTERFACE

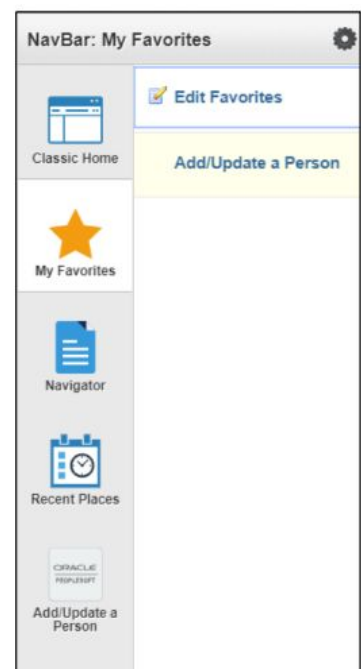
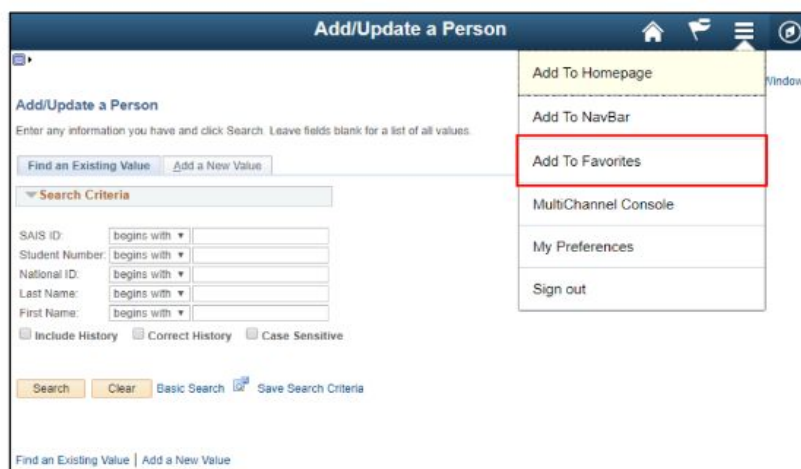
The top left portion of the Homepage is the Header (Announcement, Student Homepage, etc.).

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



## MY FAVORITES

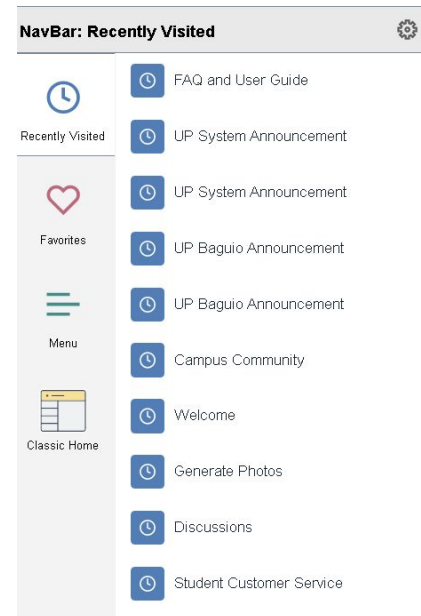
Selecting the My Favorites button in the NavBar will display the pages added by the user to his/her favorites. Pages can be added to the user's favorites by selecting Add To Favorites under the Actions List.



# USER INTERFACE

## RECENT PLACES

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

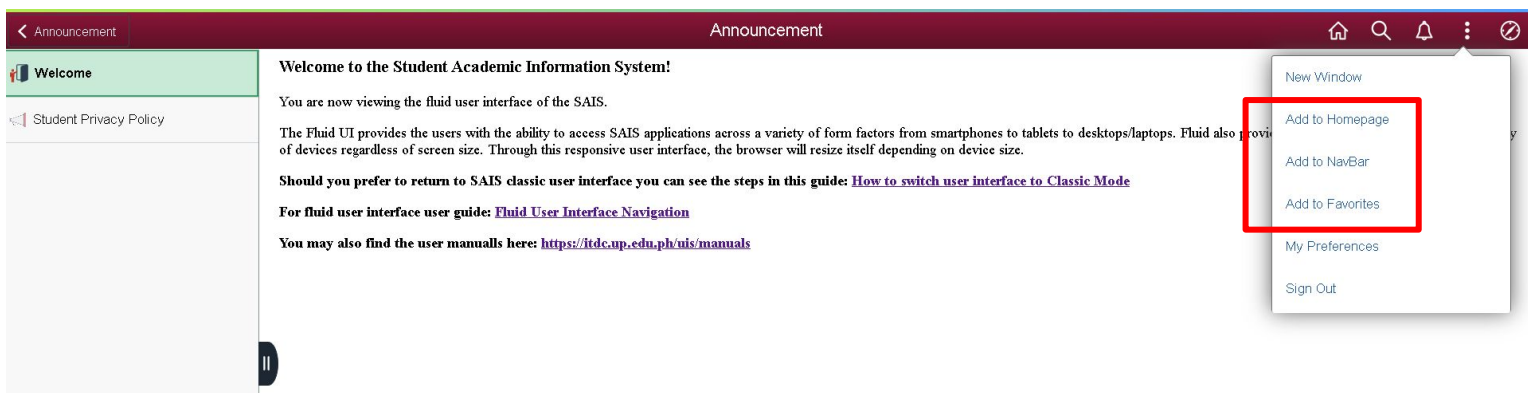


## ADDING PAGE TO THE HOMEPAGE, NAVBAR, and FAVORITES

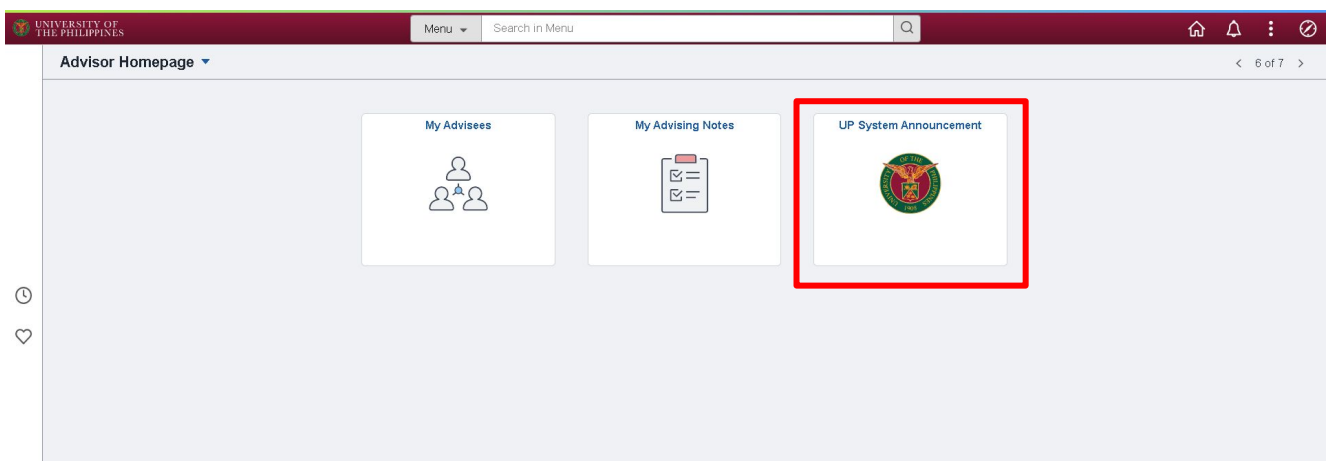
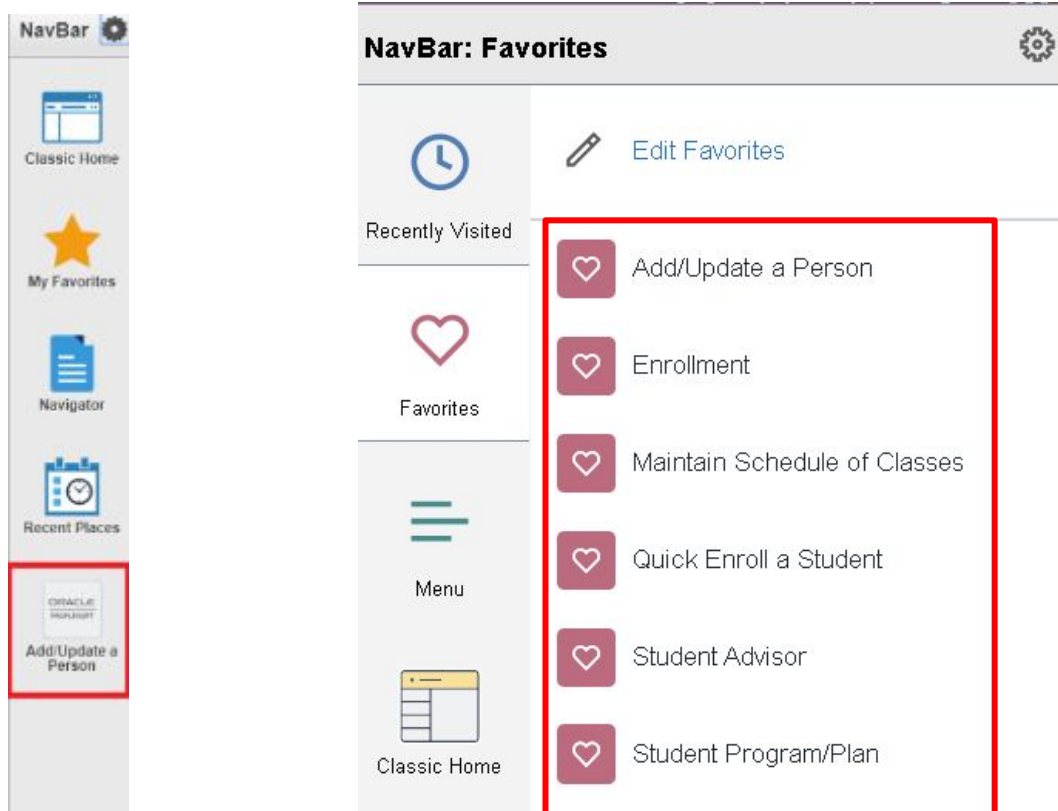
Navigate to the desired page.

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

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

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



This document was prepared by the Office of the Vice President for  
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