

Arrows and Folders

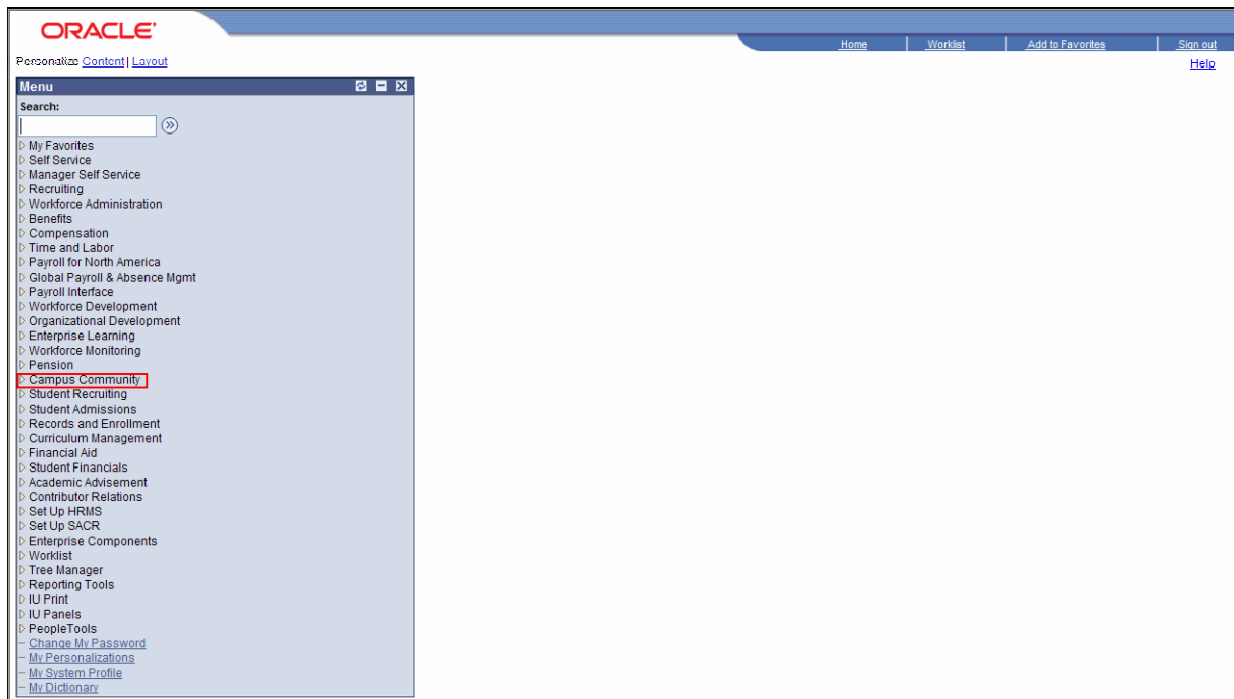
Overview

There are two main ways of navigating to pages within the various SIS modules. We can use Arrows or Folder/Graphic navigation.

Steps

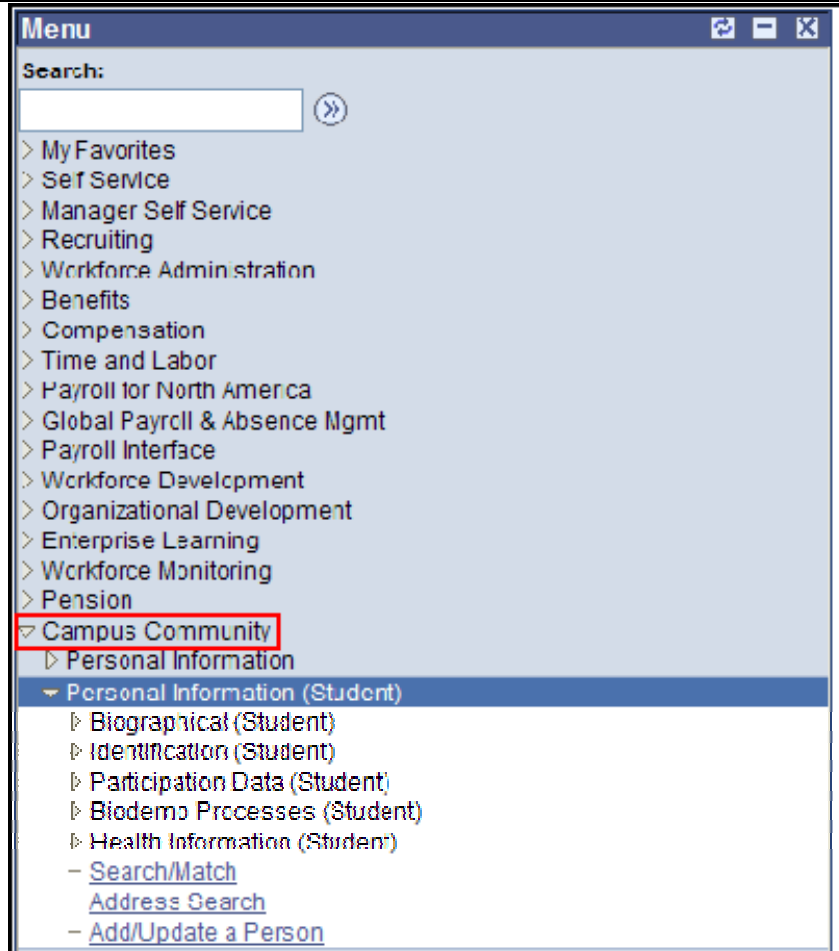
Using Arrows

1. To use Arrows, click on the arrow next to the menu item you want to select.



2. When you see a downward facing arrow, you know that this menu item has been expanded.

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3. A link to a page is represented by a hyphen to the left of the page name.

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Using the Graphical Menu Structure

1. The other primary way of navigating is by using the graphical menu structure. To do this, click on the menu item itself, not the arrow.

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The screenshot shows the 'Campus Community' main menu. The left sidebar contains a 'Menu' with various categories like 'Manager Self Service', 'Recruiting', 'Workforce Administration', etc. The main content area is titled 'Campus Community' and contains several folders and links:

- 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.
- 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.
- Personal Information**: Enter personal data, biographical, health, identification and participation information. Links: Search/Match, Address Search, Add/Update a Person, 6 More...
- Personal Information (Student)**: Enter personal data, biographical, health, identification and participation information for a student. Links: Search/Match, Address Search, Add/Update a Person, 5 More...
- SEVIS**: Maintain and evaluate SEVIS reportable information for F, M and J visa holders. Links: I-20 Forms, FIM Alerts, FIM Full Course Exceptions, 10 More...
- Checklists**: Manage checklists for a person, an external organization or an event. Links: Person Checklists, Organization Checklists, Event Checklists, 5 More...
- Communications**: Manage communications for a person or an external organization. Links: Person Communications, Organization Communications, Mass Change - Communications, 6 More...
- Comments**: Track comments for a person or external organization. Links: Comments - Person, Comments - Organization, Set Up Comments, 4 More...
- 3C Engine**: Manage and run the 3C Engine. Links: Set Up 3C Engine, 3C Engine Trigger Results, Run 3C Engine.
- Service Indicators**: Grant or limit an individual's access to services at your institution. Links: Person, Organization.
- Service Indicators (Student)**: Grant or limit a student's access to services at your institution. Links: Manage Service Indicators, Audit Service Indicators, Mass Assign, Mass Release.
- Organization**: Manage external organizations information. Links: Create/Maintain Organizations, Change Organization ID, Review Organizations, 4 More...
- Committees**: Manage committees inside your institution. Links: Manage Committees, Committee Type/Role.
- Campus Event Planning**: Plan an in-campus or an off-campus event. Links: Event Management, View Event Information, Set Up Events, Add/Update a Person.
- National Student Index NZL**: Process NSI data to and from the NZL Ministry of Education and review suspense file. Links: Process NSI, NSI Suspense, NSI Additional Data.

2. To move deeper within the structure, either click on the folder link or the appropriate link within the folder.

The screenshot shows the 'Biographical (Student)' page. The left sidebar is partially visible, showing 'Campus Community' and 'Personal Information (Student)'. The main content area is titled 'Biographical (Student)' and contains several folders and links:

- Names**: Enter, update, or review a student's names.
- Emergency Contacts**: Enter, update, or review a student's names.
- Addresses/Phones**: Manage a student's addresses and phone numbers. Links: Addresses, Electronic Addresses, Seasonal Addresses, 5 More...
- Personal Attributes**: Manage a student's personal characteristics. Links: Ethnicity, Languages, Religious Preference, 4 More...
- Student FERPA**: Manage a student's requests related to the Family Educational Rights and Privacy Act (FERPA). Links: FERPA, FERPA Quick Entry, Review FERPA Display.
- Work Experience**: Track a student's work experience.
- Relationships**: Track relationships for a student. Links: Relationships, Relations with Institution, Person-to-Person Summary.

3. Once you are in a functional page, you can minimize the menu by clicking on the Collapse button.

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The screenshot shows a web application interface. On the left is a 'Menu' panel with a tree view. The 'Addresses/Phones' folder is expanded, showing sub-items like 'Addresses', 'Electronic Addresses', 'Seasonal Addresses', 'Phones', 'View Addresses', 'View Names', 'View Phones', and 'View Electronic Addresses'. A red box highlights a small square icon with a right-pointing arrow at the top of the menu, used for expanding/collapsing the menu. The main content area is titled 'Addresses' and contains a search form. The form has a header 'Find an Existing Value' and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The form fields include: 'EmplID:' with a 'begins with' dropdown and a search input; 'Academic Career:' with an '=' dropdown and a dropdown menu set to 'Undergraduate'; 'National ID:', 'Campus ID:', 'Last Name:', and 'First Name:' each with a 'begins with' dropdown and a search input. There are also checkboxes for 'Include History' and 'Correct History'. At the bottom are buttons for 'Search', 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

4. Click on the Expand button to again view the menu.

This screenshot shows the same web application interface as the previous one, but the 'Menu' panel is now collapsed. A red box highlights a small square icon with a right-pointing arrow at the top of the menu, used for collapsing the menu. The main content area remains the same, showing the 'Addresses' search form with all its fields and buttons.

5. You can also quickly move through the menu by using the scroll bar on the right side of the menu.

Arrows and Folders

Menu

- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
 - Personal Information
 - Personal Information (Student)
 - Biographical (Student)
 - Addresses/Phones
 - Addresses**
 - Electronic Addresses
 - Seasonal Addresses
 - Phones
 - View Addresses
 - View Names
 - View Phones
 - View Electronic Addresses
 - Personal Attributes
 - Student FERPA
 - Relationships
 - Names
 - Emergency Contacts
 - Work Experience
 - Identification (Student)
 - Participation Data (Student)
 - Biodemo Processes (Student)
 - Health Information (Student)
 - Search/Match
 - Address Search
 - Add/Update a Person
 - SEVIS
 - Checklists
 - Communications
 - Comments
 - 3C Engine
 - Service Indicators
 - Service Indicators (Student)
 - Organization
 - Committees
 - Campus Event Planning

Addresses

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

Find an Existing Value

EmpID: begins with [] []

Academic Career: = [] Undergraduate []

National ID: begins with [] []

Campus ID: begins with [] []

Last Name: begins with [] []

First Name: begins with [] []

Include History Correct History

Search **Clear** [Basic Search](#) [Save Search Criteria](#)