Security Access
- Main Menu contains only those navigation paths to which the individual is given access.

Main Menu Navigation
- CUNYfirst is a data hierarchy. Click on a menu item to display more detailed information.
  - Collapse - Minimize the menu
  - Expand - Maximize the menu
- Navigate through folders and subfolders to arrive at components.
- Disclosure Triangle
- Components - Logical grouping of screens where related data displays, and may be entered or updated.
- Description - The navigation page on the right of the main menu includes a broad description of component outcomes in that folder.
- Favorites - Access frequently used pages without navigating through the main menu. Use CUNYfirst (not browser) Favorites for component pages.
  - Edit Favorites - Rename sequence or delete bookmarks.
- Search - Type name and press Enter.

Process Buttons
- Buttons carry out commands.
  - Clear selection and return to previous view.
  - Confirm input data and return to main page.
  - Confirm input data and remain on current page to perform additional searches.
  - Updated data is saved to database.
- Inactive buttons are grayed out.

Toolbar Buttons
- Applicable buttons commonly appear at the bottom of a page.
  - Buttons say what they do.
  - For example, click the button shown below to navigate to the Search page for that component.

Prompts
- Search
  - Best search item is CUNY ID (Empl ID).
  - Search Results
    - Apply more search criteria when there are greater than 300 results.
    - Click column headings to sort results.
    - Click any link in a row to display that record.
    - Include History - All rows (History, Current and Future) of an effective-dated record in chronological order.
    - Correct History - Modify current and historical rows of an effective-dated record.

Shortcuts
Ctrl K - Printable list of hot keys.
- Alt 1 - Executes button on page
- Alt 2 - Return to Search page
- Alt 3 - Next row in list
- Alt 4 - Previous row in list
- Alt 5 - Valid Lookup values
- Alt 6 - Related Links
- Alt 7 - Inserts row
- Alt 8 - Deletes row
- Alt 9 - Help
- Alt 0 - Refreshes the page

Training Help
- ELM - Enroll in multiple delivery methods for learning activities such as instructor-led session, Webcast, lab and online.
- Reference Manual - Complete process description, screens, and tables of values and their definitions.
- Quick Cards - Key points, brief step directions, troubleshooting
- UPK - A step-by-step walk-through of a specific process or procedure as in CUNYfirst.

Effective Date: 2/13/2011