With the CFS MP3.0 upgrade at the end of April 2018, the user interface will have a significant change in look and navigation. This guide will introduce you to those changes.

**Fluid Components**

Below shows the two standard banners that appear at the top of the home and application pages.

**Homepage Icons**

![Homepage Icons Table](image)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Icon</td>
<td>Takes you to your home page</td>
<td></td>
</tr>
<tr>
<td>Search Icon</td>
<td>Enables you to Search</td>
<td></td>
</tr>
<tr>
<td>Alerts Icon</td>
<td>Notifications window to view actions and alerts</td>
<td></td>
</tr>
<tr>
<td>Action Icon</td>
<td>Tap to see a list of Actions available for the current window: My Preferences, Help, Sign Out</td>
<td></td>
</tr>
<tr>
<td>NavBar Icon</td>
<td>Tap to expand NavBar window. Options available: Navigator, Recent Places, My Favorites, My Preferences, Classic Home</td>
<td></td>
</tr>
</tbody>
</table>

**Application page Icons**

![Application page Icons Table](image)

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<td>Search</td>
<td>Enables you to Search</td>
<td></td>
</tr>
<tr>
<td>Sign Out Icon</td>
<td>Ends user’s session and signs out</td>
<td></td>
</tr>
<tr>
<td>Notification Icon</td>
<td>Tap to see a list of Notifications</td>
<td></td>
</tr>
<tr>
<td>NavBar Icon</td>
<td>Tap to expand NavBar window. Options available: Navigator, Recent Places, My Favorites, My Preferences, Classic Home</td>
<td></td>
</tr>
<tr>
<td>Add To Drop-Down</td>
<td>Tap to view Add drop-down options: Homepage, NavBar, Favorites</td>
<td></td>
</tr>
</tbody>
</table>
This gear opens the Personalize NavBar to personalize the tile list by adding new tiles, removing tiles and changing the sequence of tiles.

Fluid Navigation Bar (NavBar)

Click on the icon to expand the NavBar window. You will have access to:

- **Navigator**—used to navigate to a specific page like ‘Add/Update Requisitions’
- **Recent Places**
- **My Favorites**
- **My Preferences**
- **Classic Home**—this allows you to change the view back to the current CFS look but this will be removed once Phase 2 is implemented (no upgrade date is available at this time). It would be more beneficial for users to accustom themselves to the new look instead of relying on using Classic Home.
- **Tiles**—allows you to click to pages like ‘Add/Update Requisitions’ or ‘ProCard Adjustment’ for quick access.

Navigating to your Pages

There are four ways to navigate to your application pages. We will look at each choice along with any set-up that is required:

**Home Page Tiles**

This is the quickest way to navigate to the pages you need to go to. You have a max of 9 tiles, once they are set-up, they cannot be moved around or removed so please take time to consider the order you want to see them. For most campus users, the most common pages would be:

- Add/Update Requisition
- Print Requisition
- ProCard Adjustment
- Report Manager
Adding Tile to CFS 9.2 Homepage

1. Navigate to the page you want to set a tile for either through Navigator or your Favorites. In the example below we are setting the tile for Add/Update Requisition:

2. On the right-hand side of the page, click on the Add to drop down. There are three choices:
   - Homepage—this will add the tile to the homepage, choose this one.
   - NavBar—this will add the tile to the NavBar
   - Favorites—this will add the page to the Favorites icon in the NavBar

3. Click on CFS 9.2

4. Click on OK
Adding Tile to CFS 9.2 Homepage (cont)

5. Click on the Home icon to return to the home page to view your new tile. Now once you log in, you can click on the appropriate tile and go directly to the page.

Navbar Tiles

This is the second way to navigate to your application pages. By clicking on the Navbar icon, tiles will display for you to choose. You can add the tiles and also change the order in the Navbar.

1. Navigate to the page you want to set a tile for. In this example, we are setting the tile for Add/Update Requisition page:

2. On the right-hand side of the page, click on the Add To drop down and choose Navbar.

3. Click on ‘OK’.
NavBar Tiles cont

The tile has been added to the bottom of the bar. To change the order of the tiles, add or delete them, click on the gear icon.

The Personalize NavBar will open. You can move items up and down or click on the red x to delete them. Once you are finished, click on Done to close.

My Favorites

The third option to navigate to your pages is to use ‘My Favorites’ in the NavBar. Before you set up favorites, check first to make sure it is not already set. Your previous favorites should have moved over with this upgrade.

1. Navigate to the page you want to set a favorite for. In this example, we are setting the favorite for Add/Update Requisition. Click on the Add To drop down and choose ‘Favorites’.

2. You can either accept the default page name description or enter your own. Click on ‘OK’ after.
When you click on the NavBar icon on My Favorites, you will see favorites you have set.

You can also change the order of your favorites by assigning a Sequence Number in the order you want and delete favorites by clicking on the minus.
The last option to navigate to your page is to use Navigator. This uses the previous breadcrumbs to navigate and you will need to know the page navigation.

To navigate to Add/Update Requisitions, click on Purchasing, then click on Requisitions. Then click on Add/Update Requisition to open the page.