



## Navigation

# **Oracle Navigation Step-by-Step Guide**

## **Home Page Navigation**

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FINAL

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## Home Page (aka Welcome Springboard) Navigation

UC Merced's employees will use these steps to learn how to navigate in and around the Oracle Cloud Home Page (aka Welcome Springboard).

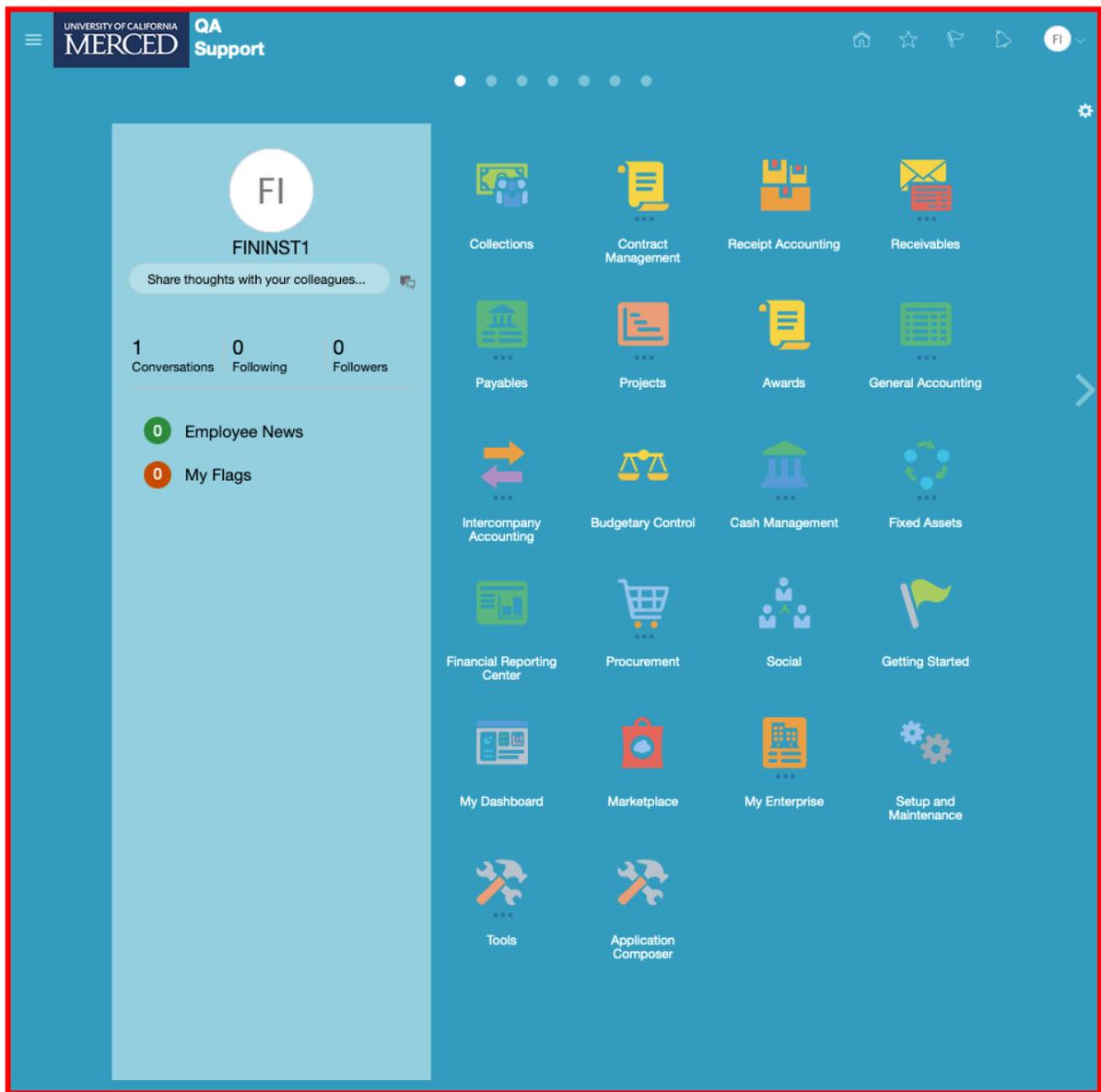
To log in to Oracle Cloud, you will use Single Sign On and enter your network user ID and password when prompted in the UC Merced SSO window. You will then need to complete the two-factor authentication to complete your log in. Access provisioning will be controlled and evaluated for segregation of duties (SOD) compliance control. Each user has their own unique access based on their user role.

To perform this task, log into Oracle

**Note:** you can click the **Home** icon  at any point to return the **Home Page/ Welcome Springboard** if needed

### Home Page (aka Welcome Springboard)

1. After logging in, you will see your Home Page (aka Welcome Springboard). This is your starting point for navigating to different modules, work areas, forms, tasks, and managing your preferences and notifications.
2. Different user roles have different system access. Depending on your specific user role and therefore what modules you would need to work in, your home page may look different from someone else's and the one on the screen.

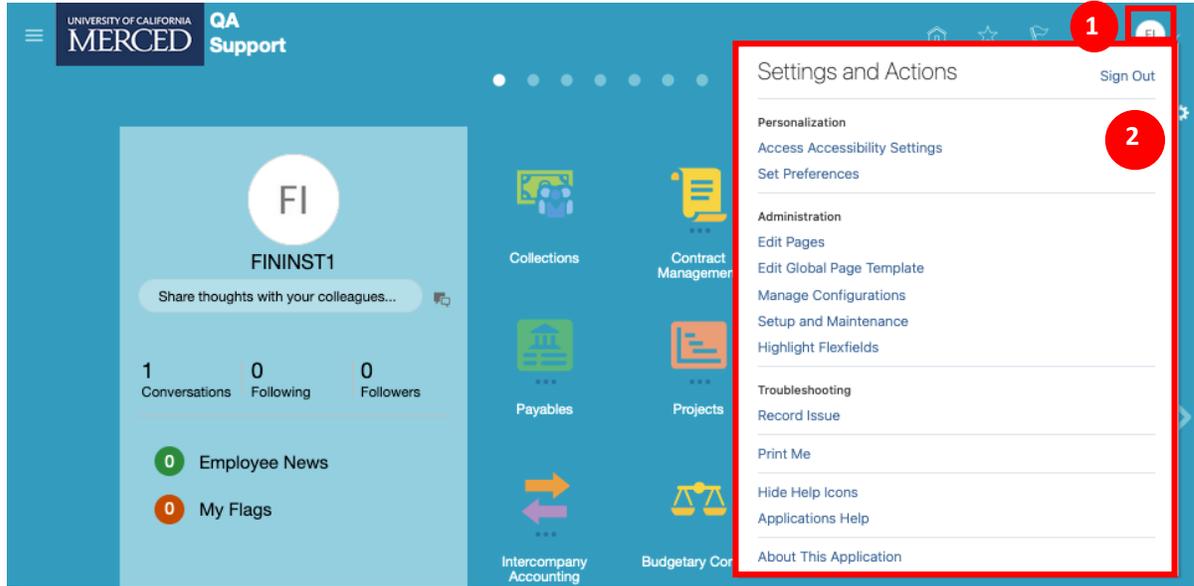


3. At the top of the screen, you will see a row of icons. The first one, all the way to the right, is your **Settings and Actions** icon.



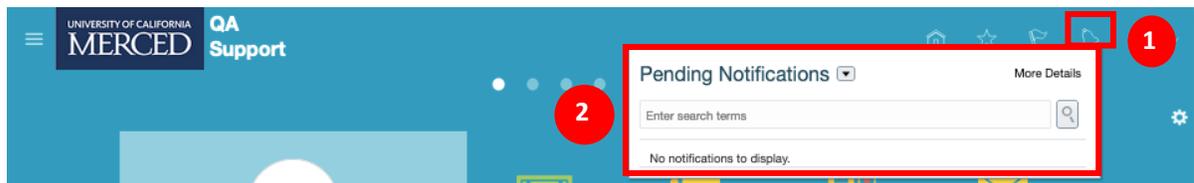
### Settings and Actions icon

1. Click the **Settings and Actions** icon
2. This menu allows you to **Set Preferences** and access **Applications Help**.



### Notifications icon

1. The next icon to the left is the **Notifications**, click the **Notifications** icon.
2. Your Notifications menu can be filtered by All Notifications or by Pending Notifications. You will see your notifications listed here and when the notification occurred. New notifications will present as a red number on the notification icon. If you have many notifications and need to expand the list, you can click **More Details** hyperlink to view your complete list of notifications and tasks.



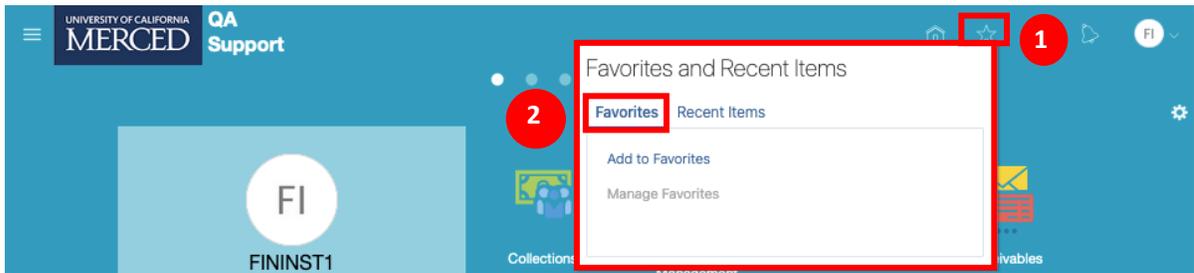
### Watchlist icon

1. The next icon to the left is the **Watchlist**, click the **Watchlist** icon
2. Watchlist provides a quick glance at open or pending items within the different Oracle Cloud modules to which you have access. You can click the blue links to directly access those work areas to review or resolve an item listed.



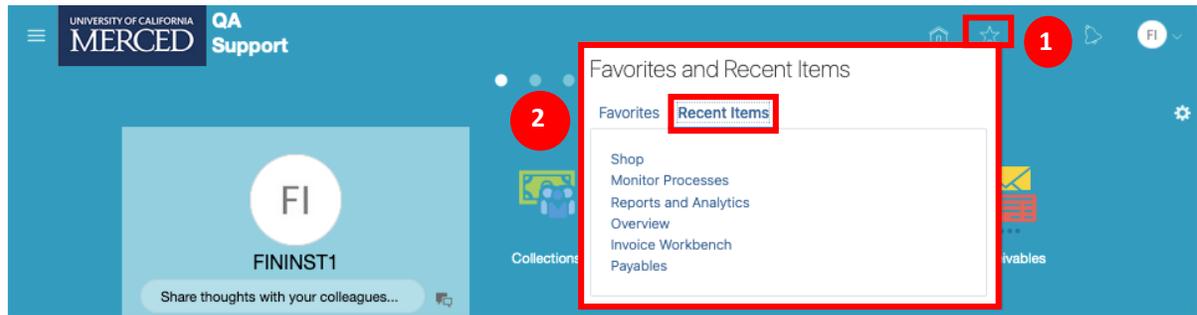
### Favorites and Recent Items icon

1. The next icon is the **Favorites and Recent Items**, click the **Favorites and Recent Items** icon.
2. The **Favorites** tab hyperlink is highlighted. You can create folders and save information to these folders to quickly access them. Favorites are static and will remain as bookmarks until you edit or delete them, however not all pages can be added to your Favorites.



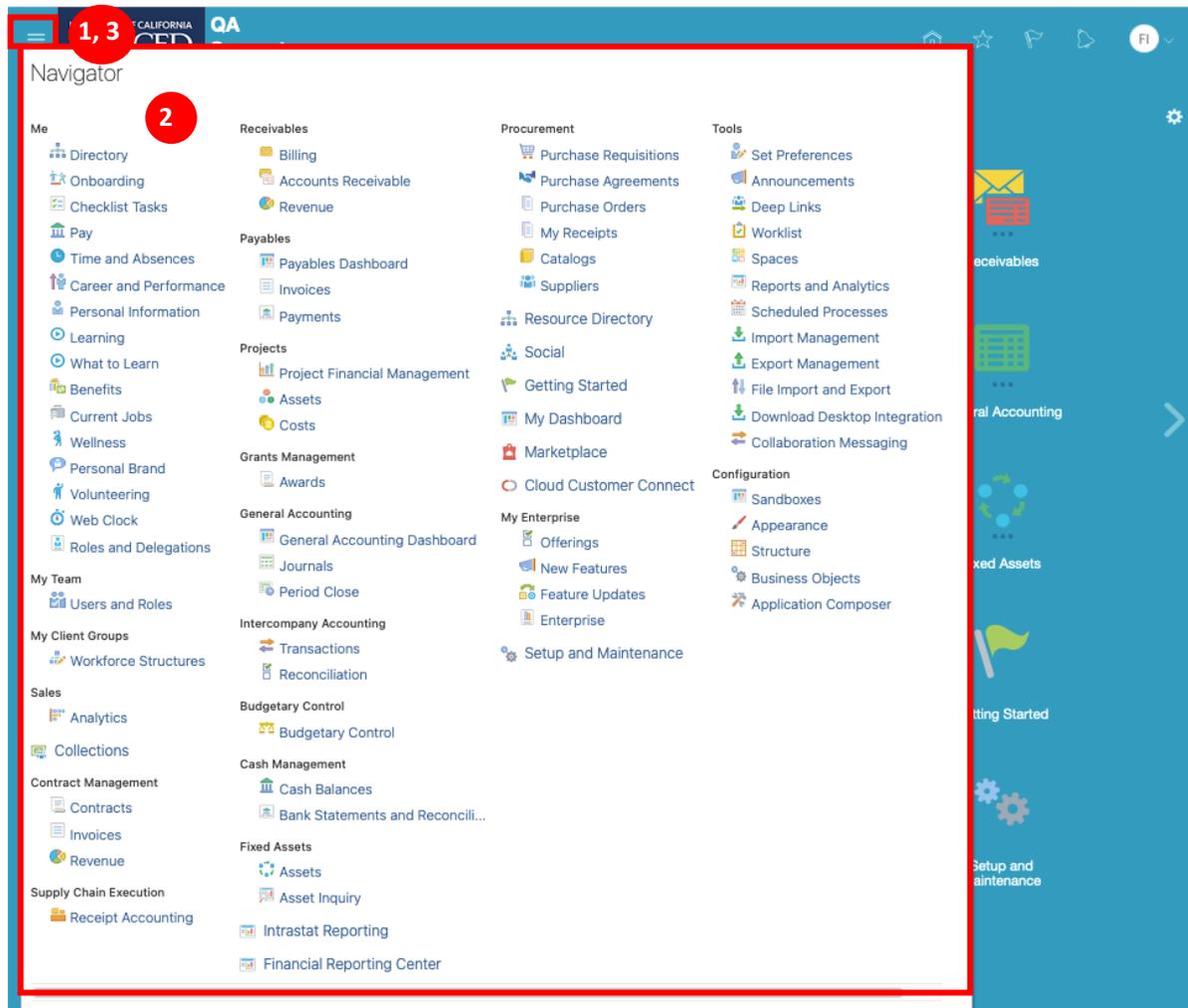
## Recent Items tab hyperlink

1. Click the **Recent Items** tab hyperlink.
2. The list of **Recent Items** lists all pages, work areas, and tasks that you recently visited or accessed. This list is dynamic, so the list will change as you perform more transactions in the system.



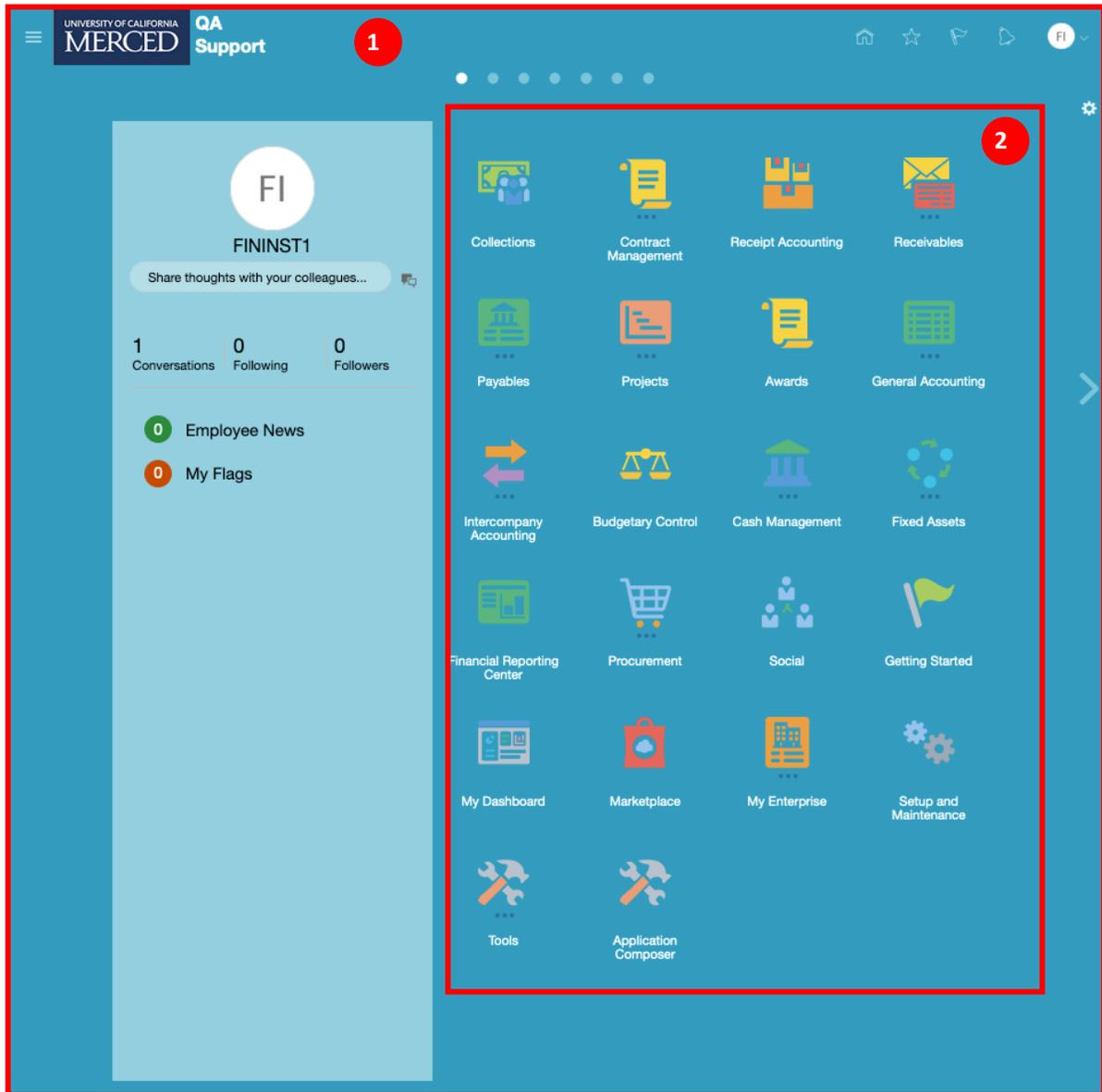
## Navigator icon

1. The next icon is the **Navigator** on the top far left of the page, click the **Navigator** icon.
2. The Navigator provides a list of all work areas in the system to which you have access. The work areas are organized by business function and features that you may need to access. You can click any of the links to access that work area.
3. Click the **Navigator** icon again to close the Navigator window and view the **Home Page/ Welcome Springboard**.



### Home Page/ Welcome Springboard

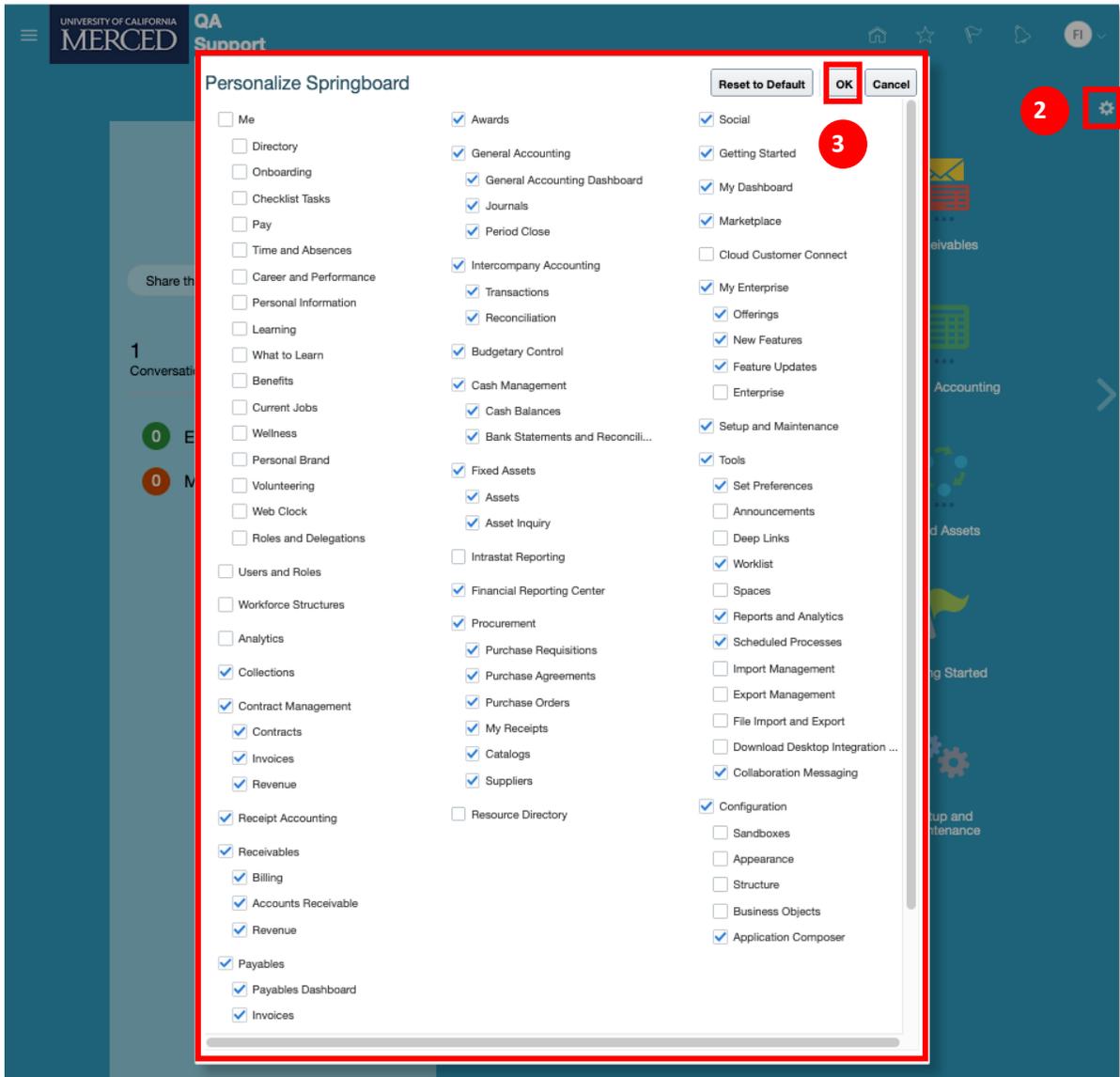
1. You can also navigate to work areas from the **Home Page/ Welcome Springboard**.
2. The tiles on the screen make up the **Home Page/ Welcome Springboard**. These navigation tiles are a visual way to access the same work areas listed in your **Navigator**.



### Personalize Springboard icon

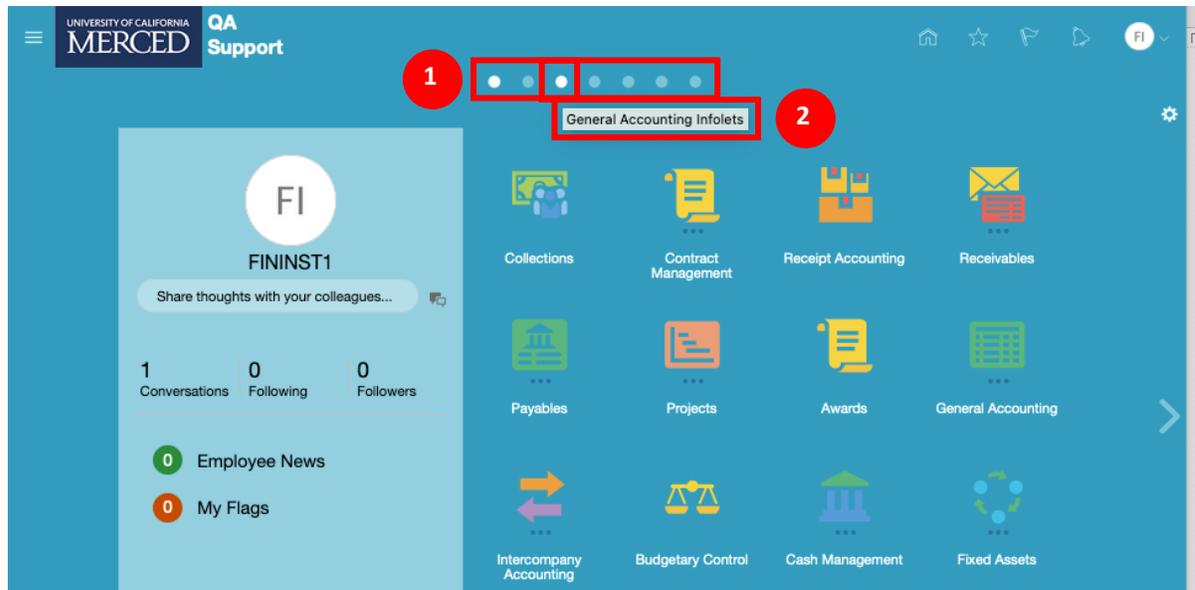
1. You can personalize which tiles are available using the **Personalize Springboard** icon located on the right of the screen below the **Settings and Actions** icon.
2. Click the **Personalize Springboard** icon.
3. To personalize your springboard, check or uncheck the boxed for which work area tiles you want to appear on your home page and click the **OK** button to apply them.

**Note:** Remember that depending on your access, you will only see the tiles and sub-tiles relevant to your specific role.

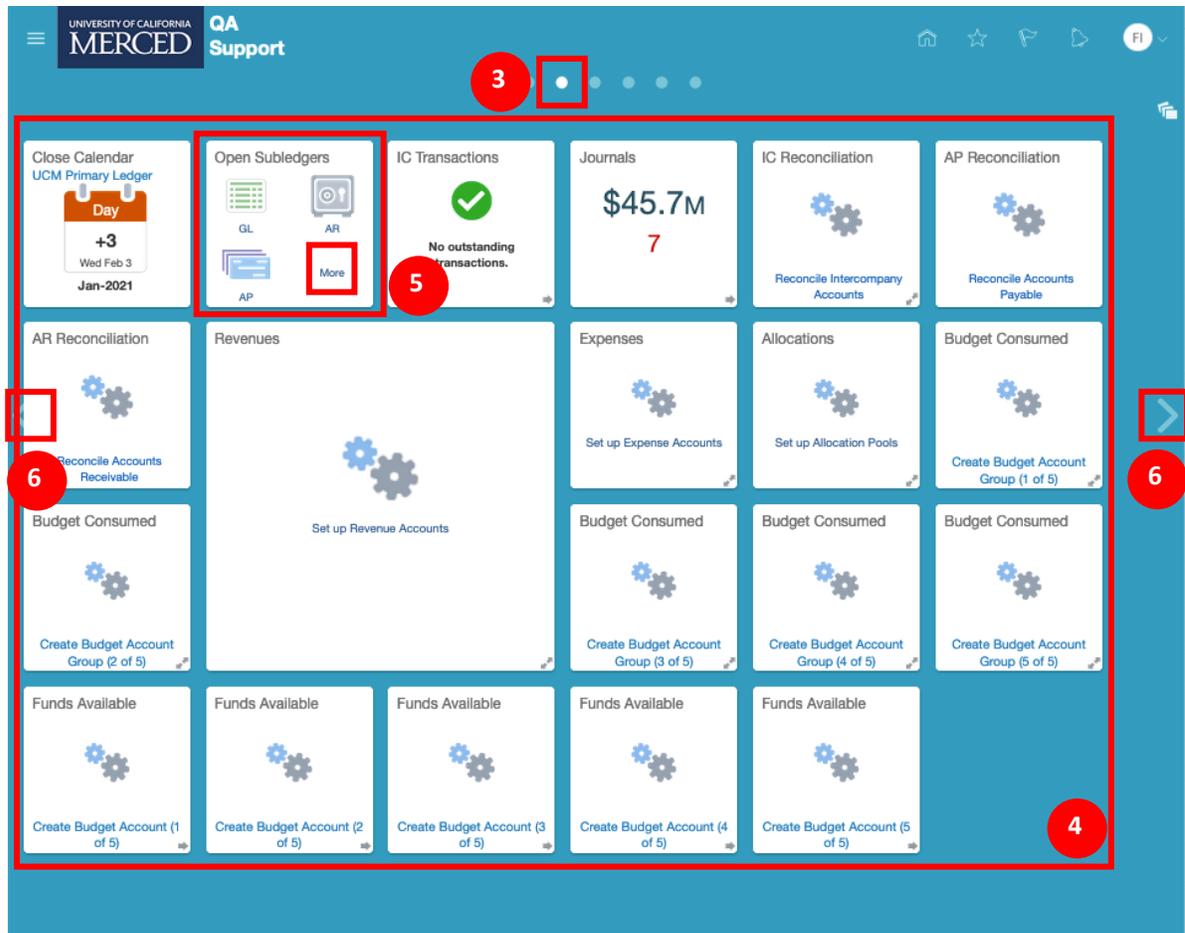


## Page Navigation icon

1. From your home page, you can scroll to view other pages with information using the **Page Navigation** circle icons in the top area of the **Home Page/ Welcome Springboard**.
2. Hover your mouse over the **Page Navigation** circle icons on the **Home Page/ Welcome Springboard** page to see what is on each page.



3. Click the **Page Navigation** circle icon for the page you desire to go to.
4. On this page, you will see **Infolets**, which are interactive boxes that provide activity summaries.
5. Clicking into each **Infolet** will open a more detailed report of that information.
6. To scroll between pages, you can also click the **Previous** or **Next** icons on the left and right of the screen.



7. Similar to personalizing your springboard, you can personalize your infolets by clicking the **Infolet Repository** icon to the right of the screen.

