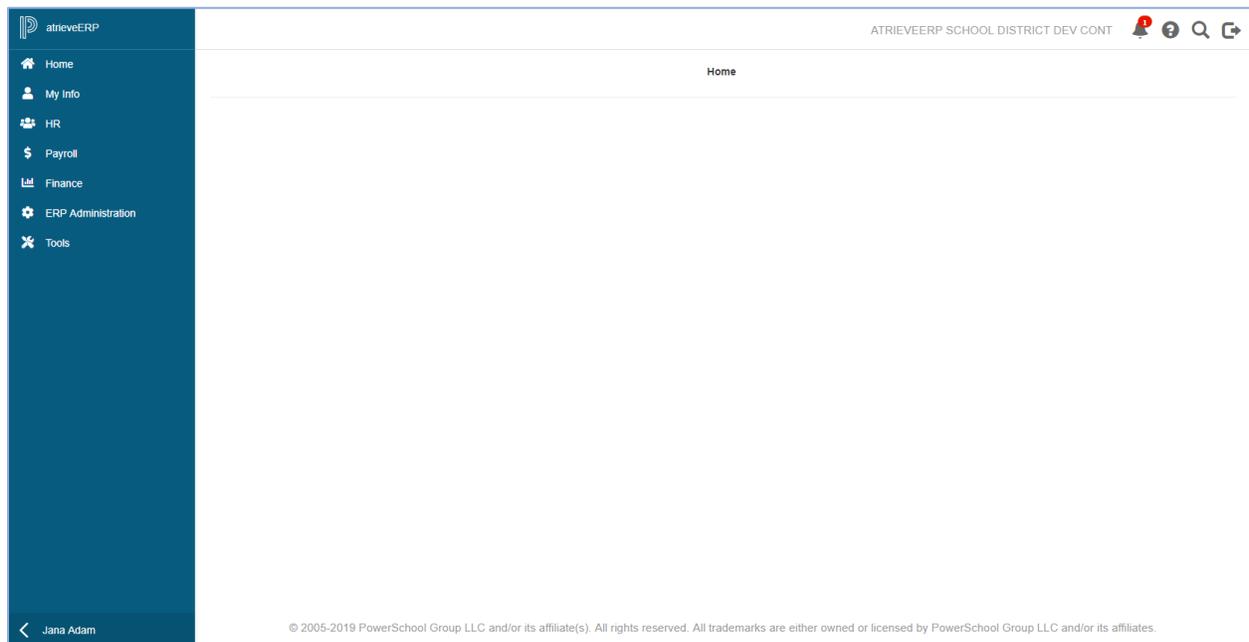


## New Web Portal and Standardized Menu!

The new web portal page layout and standardized menu, available in the Spring release of 2019, replaces the existing portal, improving the way you work and streamlining your business processes.

When you sign in to the web portal the home page appears. This page consists of the page header, and navigation menu.



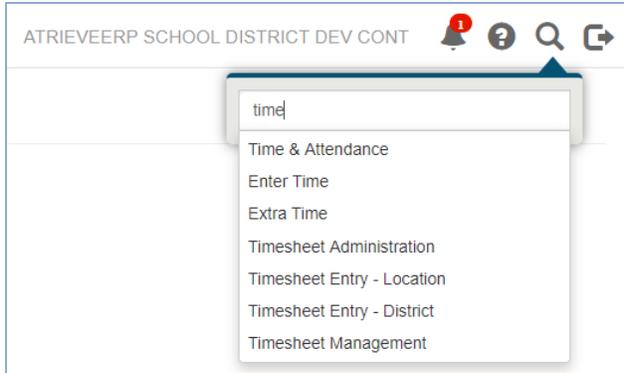
The page header includes your districts name followed by the Task icon, Support icon, Search icon and sign-out.



**Task Icon** – if the logged in user has new tasks then a visual indicator will display with a count of the tasks to be reviewed.

**Support Icon** – clicking on the Support icon will open the support page which includes links to the current release notes and other useful information such as Browser Compatibility, and version information.

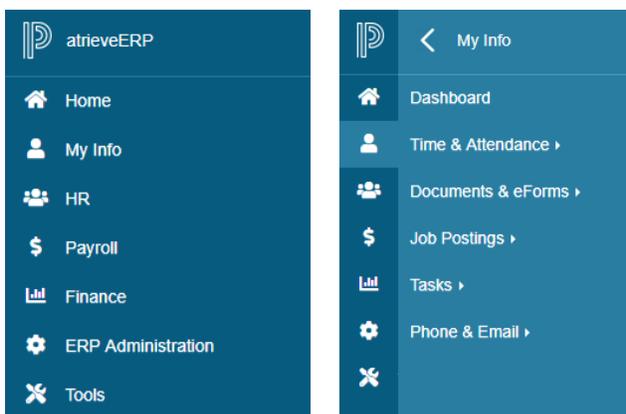
The quick search allows you to quickly navigate to pages that you have permission to access. Simply start typing and the available choices display in the dropdown box. Selecting an item from the list will navigate you directly to that page.



Clicking on the sign out icon will log you out of your session and return you to the sign in page.

The navigation menu serves as the central point from which to navigate the pages of atrieveERP.

The navigation menu includes the following standard links: Home, My Info, HR, Payroll, Finance, ERP Administration, and Tools

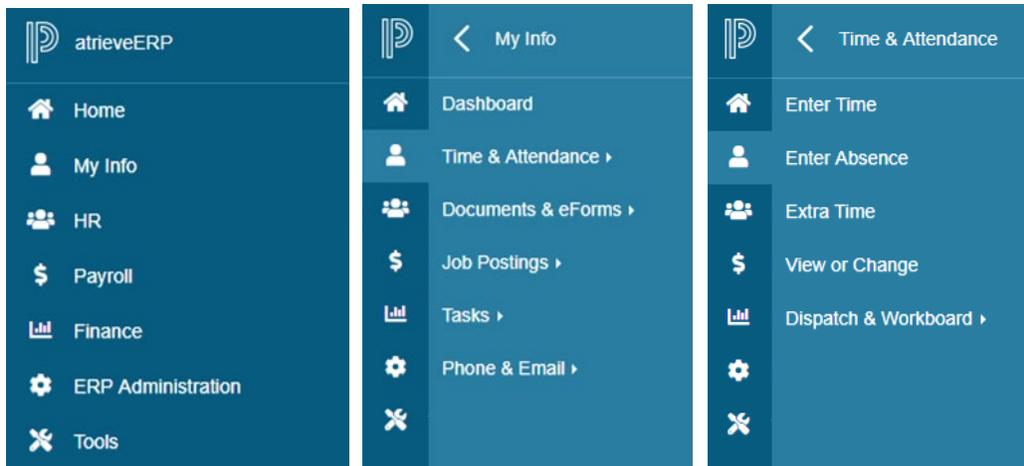


Note that the menu items that display are based on the signed in users Role. If the signed in user does not have access to any Finance functions, for example, then this menu item will not display.

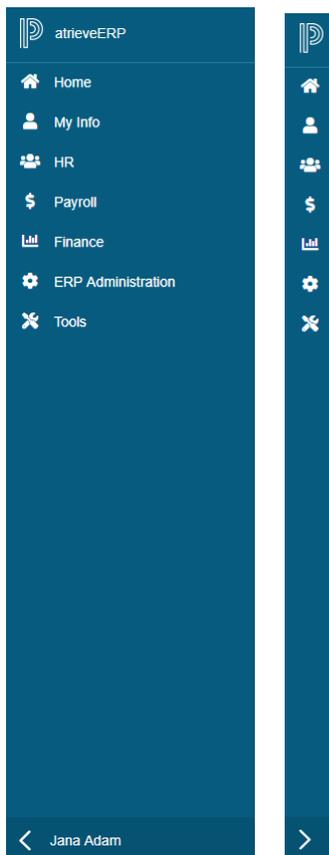
All menu items have been consolidated into logical categories for ease of use, for example the My Info menu includes the categories: Time & Attendance, Documents & eForms, Job Postings, Tasks, and Phone & Email.

The categories and menu items that display are specific to the signed in users Role, which can be modified in the new Menu Builder. Clicking on a menu category will display the list of available sub-categories if applicable and all sub-menu items. Selecting a sub-menu will launch that application.

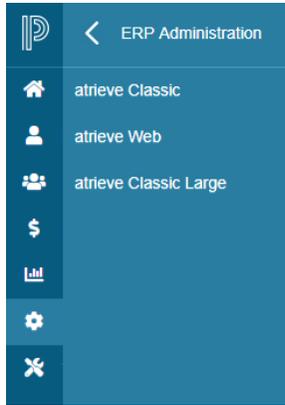
The handy menu breadcrumb allows you to navigate back to the previous menu. In this example, clicking the back arrow while in the Time & Attendance menu will navigate back to the My Info menu. Clicking on the back arrow again will navigate back to the Main menu.



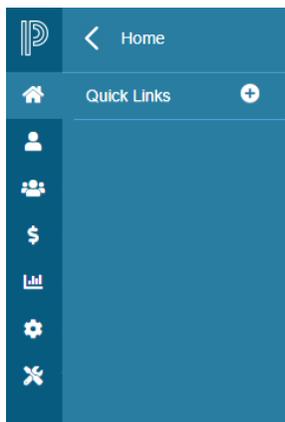
The entire menu can be conveniently collapsed to allow for more screen real-estate when needed by clicking on the arrow at the bottom of the navigation bar. Clicking on the arrow again will expand the menu or you can simply click on one of the main menu icons.



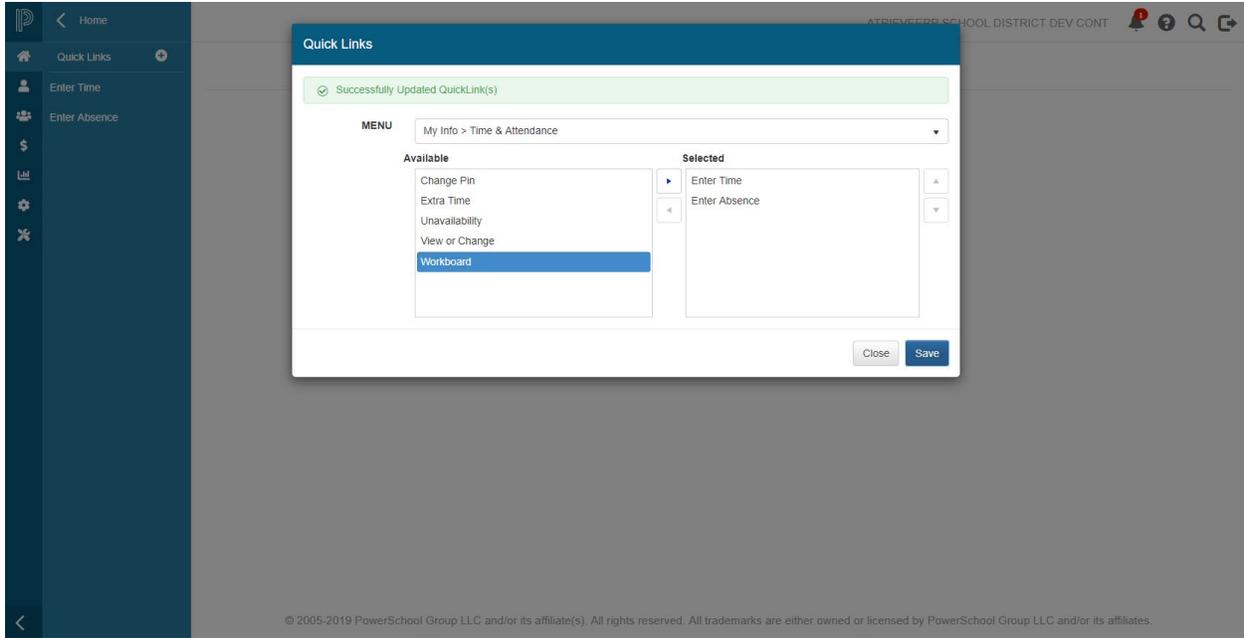
ERP Administration is where you will now go to access atrieve. AtrieveClassic includes your HR, Payroll and Finance core functions, and the new atrieveWeb includes the enhanced web version of atrieveFinance. You may run atrieveFinance in either classic mode or in the new enhanced web mode.



The Home menu includes an enhancement that will streamline your activities, by allowing you to select to quick link the pages or applications that you use most frequently.



To quick link a menu click on the add icon and the menu item selector displays. If you are not sure under which menu the menu item resides then you may search All available menu items. If you know the menu where the menu item resides then you can select it from the menu dropdown to refine your search. Once you have located the menu item simply click on it and then click the arrow button to move to the selected list. Once saved, the menu items appear in the quick links menu.



At the bottom of the navigation bar, the signed in users name appears, and clicking on the name will display information about that user.

