

# UACCESS FLUID INTERFACE

(EMPLOYEE, STUDENT, & LEARNING)

## QUICK START GUIDE

© Arizona Board of Regents, 2016  
THE UNIVERSITY OF ARIZONA

updated 09.09.2016 v.1.01

---

## COPYRIGHT & TRADEMARKS

Copyright © 2016, Arizona Board of Regents

<b>Record of Changes</b>		
<b>Date</b>	<b>Version #</b>	<b>Description</b>
07/11/2016	1.00	Original
09/09/2016	1.01	Additional images to page 3 and reorder description text to appear above image

## Table of Contents

About the Upgrade .....	1
Homepages .....	1
Top Banner .....	2
Icons (top right) .....	2
Identifier & Navigation (top left) .....	3
Homepage Title .....	3
Bottom Banner .....	3
Mobile Experience .....	3
Navigating .....	4
Using Tiles on a Homepage to navigate .....	4
Using links in the Navigator to navigate .....	4
Personalizing Homepages and Tiles .....	5
Personalize Homepage .....	5
Adding and Removing Homepages .....	6
Deleting a Customized Homepage .....	6
Adding and Removing Tiles on a Homepage .....	7
Adding and Removing Tiles on the NavBar .....	7
My Favorites .....	8
Adding Tiles & Components to My Favorites .....	8
Removing and Reordering Tiles in My Favorites .....	8



## About the Upgrade

The Fluid User Interface experience uses a new way of visualizing information on the page. Icons known as tiles are used instead of lines of text. This enables the use of a single interface across different devices. As you access your system from your desktop, tablet, or smartphone, the page layout dynamically changes based on the size of your screen.

## Homepages

*Homepages*—A collection of related tiles.

*Tiles*—Links to specific components or groups of related components.

*Main*—Every time you log in, the system defaults to your Main Homepage and the Homepage title appears in the banner. From this Main Homepage you are able to navigate to components accessed most often by the general user. Different users will have different default homepages based on security roles.

*Role Specific*—Depending on your security roles, you may also have access to additional pre-defined Homepages.

*My Homepage*—A blank Homepage that you can personalize with any tile or component.



## Top Banner

Icons (top right)



1. **Home**—Returns to the Main Homepage
2. **Notifications**—Not being used at this this time
3. **Actions List**—Depending on the action available, which vary based on the page in the application, you have the ability to add tiles to Homepages, change your Preferences, and add tiles and/or components to Homepages, the NavBar, and Favorites.

**Note:** You cannot edit existing (locked) tiles. Unlike some of the provided tiles that contain a collection of components, tiles you create can only contain one component,

*Additional Info:* Refer to the Personalizing Homepages and Tiles section on page 5.

4. **NavBar**—Contains navigation icons and links

A		<b>Personalize NavBar</b> Click the cog wheel icon to add tiles to the bottom of your NavBar
B		<b>Recent Places</b> Links to pages you recently viewed, including both fluid and classic pages
C		<b>My Favorites</b> Components that have been added as a favorite
D		<b>Navigator</b> Provides access to the full application menu  Use this feature when you need to access pages that are not included in the tiles on any Homepage
E		<b>Classic Home</b> Displays components using the look and feel like that prior to the Interface Upgrade
F		Any components (tiles) you add to the NavBar appear as buttons below the standard icons

## Top Banner (cont.)

### *Identifier & Navigation (top left)*

The banner shows the UAccess System that you are in—Employee, Learning, or Student.



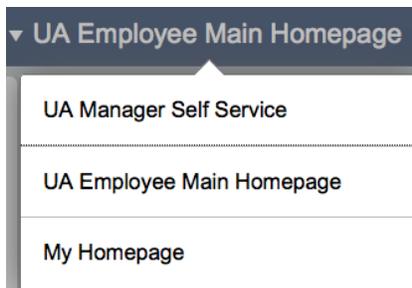
Once you've navigated, either from Homepages or the NavBar, there is a Back link that returns you to the Homepage.



### *Homepage Title*

Click on the Homepage title to display a list of those of other Homepages.

**Note:** All the links in the drop-down, other than My Homepage, are pre-defined Homepages that are available based on security roles/access.



## Bottom Banner

The banner and its icons only show on Homepages. The dots indicate how many Homepages you have in the drop-down for the Homepage Title.



There is also a Refresh icon on the far right.



## Mobile Experience

Fluid pages use responsive web design to adapt to the screen size of the device being used, so some buttons may not appear on the device or may be in a different location.

*Example: The Home button doesn't appear in the banner when using a tablet in portrait mode, a smartphone, or even a small browser window on a desktop or laptop computer.*

The page dynamically adjusts to the smaller screen size by moving some buttons from the Banner into the Actions List. If you can't find an icon, remember to look under the Actions List drop-down.

On application pages, the Back link shows an arrow icon instead of a component or Homepage name.

## Navigating

### Using Tiles on a Homepage to navigate

1. Click the tile that represents the application page you wish to access.
2. Browse through the list of pages to locate the page you wish to open and click the link.

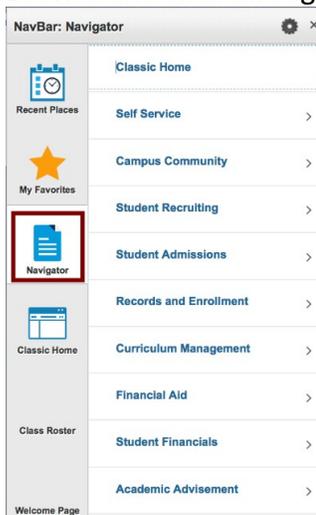
**Note:** Many homepage tiles are collections of pages; however some, like the Pay tile, are direct links to a single page.

3. Use the back button in the banner to go back to the previous menu selection.

**Note:** This back button behaves the same way when you use the Navigator to access pages

### Using links in the Navigator to navigate

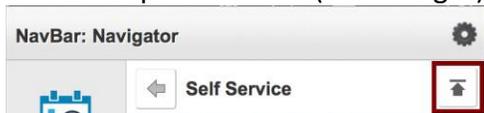
1. Click the NavBar.
2. Click the Navigator icon.
3. Browse and click through the menus to locate any component.



4. Click the left-pointing arrow at the top of the NavBar to go back one level.



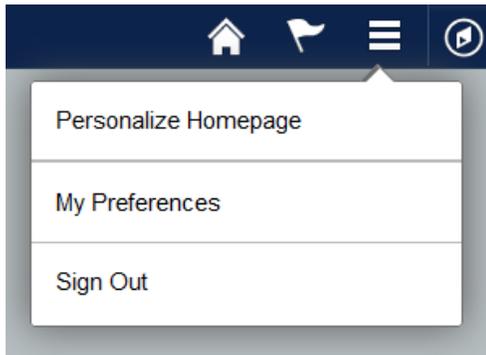
5. Click the upward arrow (on the right) to return to the main Navigator menu.



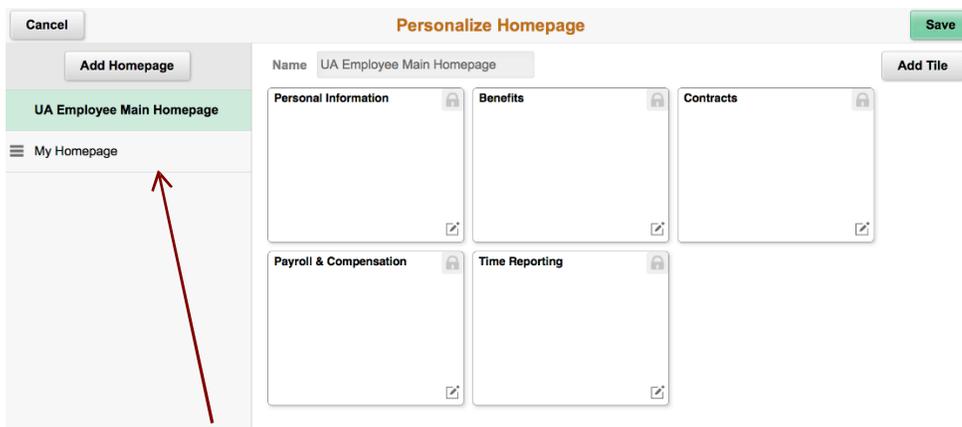
## Personalizing Homepages and Tiles

### Personalize Homepage

1. Click the **Actions List** icon



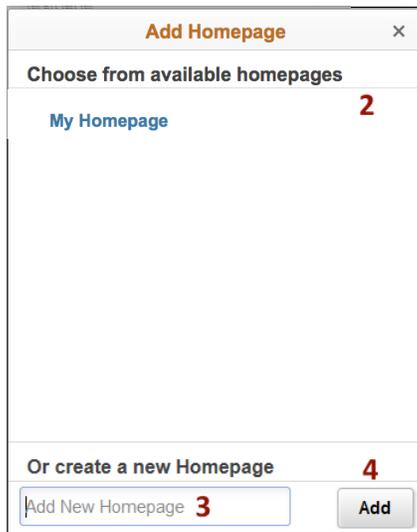
2. Click the **Personalize Homepage** link to add or modify Tiles or Homepages.



A list of your current Homepages appears in the left side navigation.

### Adding and Removing Homepages

1. Click the Add Homepage button found in the left side navigation on the Personalize Homepage window (see the Personalize Homepage in step 2 on page 5)



2. Click the name of the Homepage you wish to add from a list of available Homepages.

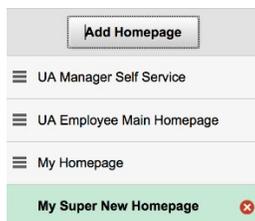
**Note:** You may not have any Homepage to select here and will need to use the method outlined in steps 3 & 4 below.

OR

3. Create a new Homepage by entering a name in the Add New Homepage text field
4. Click the Add button  
You can now add tiles to your new homepage

### Deleting a Customized Homepage

1. Go to **Personalize Homepage** (see the Personalize Homepage in step 1 on page 5)



2. Click the Delete button (red x) to the right of the name

### Adding and Removing Tiles on a Homepage

1. From the Actions List, click Personalize Homepage.
2. Click the Add Tile button (each tile you add is limited to one page)



3. Navigate through the menu to find the tile (page) you want to add

OR

4. Use the Search field to locate the tile (page) you want to add
5. Click the tile name to add, and the tile is added at the end of the page.
  - a. To remove a tile, tap the Delete button (red x).
  - b. Locked tiles cannot be removed
6. Save changes to return to your homepage.

**Note:** You can also drag and drop tiles to rearrange them, unless they are locked.

### Adding and Removing Tiles on the NavBar

1. Click the Personalize NavBar icon to add tiles to your NavBar.



The window that pops up contains a list of the tiles that currently exist in your NavBar.



2. Click the Add Tile button.
3. Navigate through the menu to find the tile that you want to add.
4. Click the tile name to add it.
  - a. To remove a tile, tap the Delete button (red x) for the tile.
  - b. Tiles without a delete button cannot be removed.
5. Click the Done button to save your changes and close the Personalize NavBar window.
6. The tile is added at the end of the NavBar.
7. (Optional) You can rearrange the order of the tiles.

## **My Favorites**

### *Adding Tiles & Components to My Favorites*

1. Navigate to the page you wish to add
2. Click the Actions List icon
3. Click Add to Favorites
4. Edit Description (if desired)
5. Click OK.

**Note:** To add components to Homepages and the NavBar, select those options in the Actions List.

### *Removing and Reordering Tiles in My Favorites*

1. Click the NavBar.
2. Click the My Favorites icon.
3. Click the Edit Favorites link.
  - a. Click the minus sign to remove a tile from the list.
  - b. Enter numbers starting with zero in the Sequence number fields to reorder tiles in the list.
4. Click Save.

For additional assistance, please contact the 24/7 IT Support Center (<http://247.arizona.edu>).