



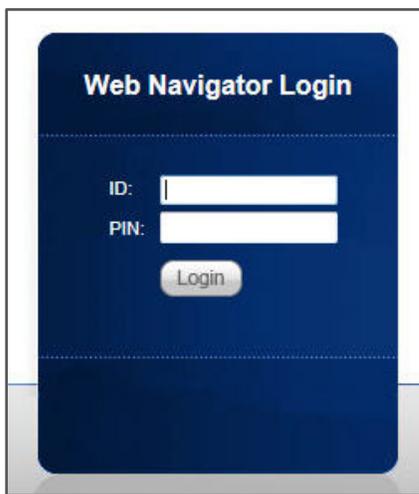
## Web Navigator User Manual

### *Navigating the Web Navigator*

## Logging on to the Web Navigator

- In the address bar of your web browser type: **www.frontline12.com/navigator**
- Enter your ID and PIN
- Press **Enter** or click the **Go** button

**Note:** You will receive your ID and PIN upon initial setup of your school district.



## Logging off the Web Navigator

- Click **Web Navigator** on the main menu bar
- From the drop-down menu, click **Logout**

Web Navigator	Master Data	Absence/Vaca
Classic Home Page		
Dashboard		ABSENCE MO
Training and Reference Materials		User Group
Global Dashboard Options		# Need
My Dashboard Options		Fulfillment
Logout (Alt+Q)		<u>1</u>
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## Menus

### Main Menu Bar

Click on the Main Menu Bar to open drop-down menus and sub-menus. To access the function you want, move your cursor down to that section and when it highlights click on it.

The screenshot shows the 'Web Navigator' interface with a main menu bar at the top. The menu bar includes: Web Navigator, Master Data, Absence/Vacancy, Reference Data, Security, Reports, Extract / Import, and VeriTi. A dropdown menu is open under 'Absence/Vacancy', listing options such as Organization Information (Alt+O), School (Alt+I), Employee (Alt+W), Vacancy Profile, and Substitute (Alt+S). Other dropdowns are visible under 'Reference Data' (Organization Information, Contact Information, School Dates, Call Times, Substitute Absence/Vacancy Settings, Shift Types, District Work Schedule, Permanent Substitutes) and 'Extract / Import' (EMPLOYEE, FIND SUBSTITUT).

### Toolbar

The toolbar is a row of icons. By clicking on an icon you go directly to a frequently-used area of the system.



### Tab Menus

When selecting a function from the Main Menu Bar The function you select, such as the one pictured below, may have tabs across the top, allowing you to access more specific information. Others may display a list of links to more detailed information.

The screenshot shows a configuration page with several tabs at the top: General Information, Configuration Settings, Calendar, Web Alerts, Data Maintenance, and Optional Features. Below the tabs, there are input fields for 'Default Maximum substitute job Visibility (Days/Hours)' (120, 0) and 'Default Minimum substitute job Visibility (Hours/Minutes)' (1, 0). There are also two checked checkboxes: 'Preferred substitute list EXCLUDE takes precedence' and 'Send substitute email notifications'.

## Shortcut Menus

Shortcut Menus (also called right-click menus) display a menu's entire selections by right-clicking on a link (such as an employee or school name). Click the function on the shortcut menu to go directly to that function.



## Buttons & Icons

Buttons execute a particular command. Some buttons are symbols, while others have text to indicate the particular command. Below are some examples.

 <p>The blue <i>plus</i> symbol in Aesop allows you to add a new record.</p>	 <p>You can save the current transaction by clicking the green <i>checkmark</i>.</p>	 <p>You can cancel the current transaction by clicking the little red <i>X</i>.</p>	 <p>The <i>pencil</i> icon allows you to edit an existing entry in Aesop.</p>
 <p>Click the <i>trash can</i> icon to delete an existing entry in Aesop.</p>	 <p>When searching for employees &amp; subs, <i>alpha-grouping</i> organizes the list by last name.</p>	 <p>Search for an employee or sub by tying their last name in the <i>search box</i>.</p>	 <p>In Aesop, the text on some <i>buttons</i> will indicate the button's action.</p>