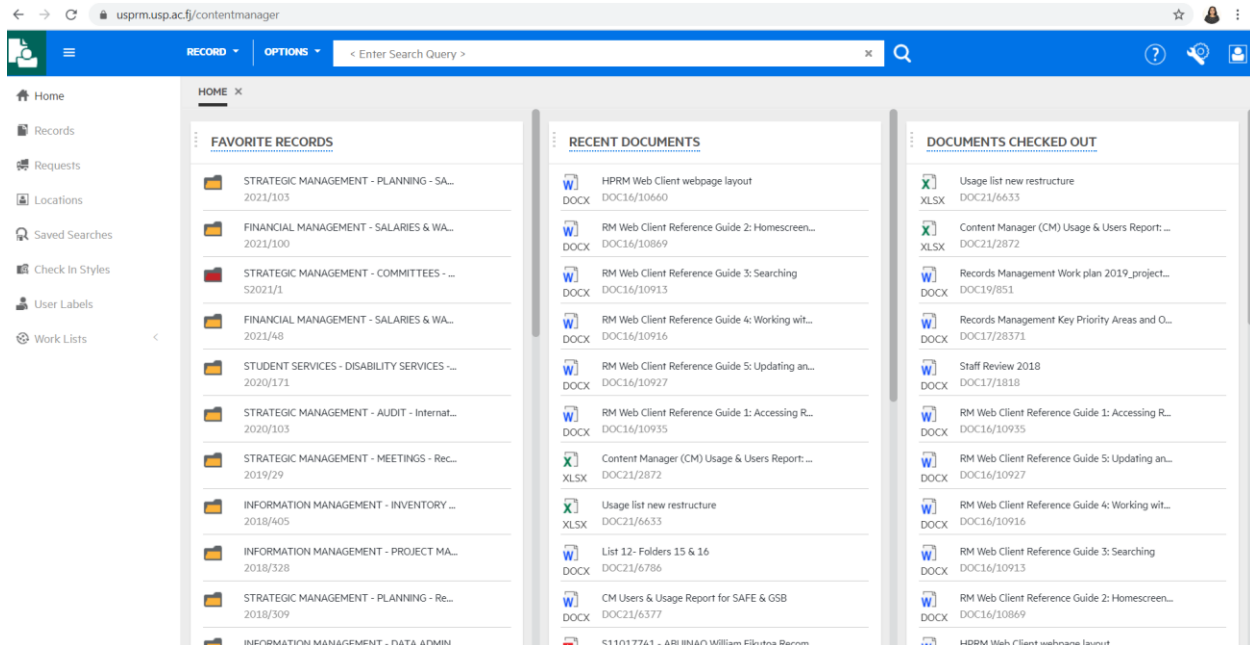


Web Client Home screen and Dashboard

Upon login your Home Screen view will be:



The Home Screen of the CM Web Client is a dashboard that enables users to access Records and complete actions such as:

- Searching records,
- Creating and updating records,
- Viewing and updating Email Links via the Navigational panel,
- As well as to be able to explore recently created, used or favorite records.

The dashboard displays records relevant to the current logged-on user. There are three groups of results displayed:

- **Recent** Documents - lists your recently used electronic Record. This list is sorted by the most recent created date
- **Favorites** Records - lists the Records you have added to your list of Favorite Records. This list is sorted alphabetically
- **Documents Checked Out** - lists the Records you have Checked Out. This list is sorted by the most recent Checked Out date

For further information and support please contact us

Web Client Home screen and Dashboard

To display all of the Records associated to a particular group, click the dashboard panel title, e.g. **Recent Documents** link, or the **View All...** link at the end of the dashboard panel. All of the associated Records will be displayed in a Search Results panel on a new tab.

***Note:** If no additional items are available, a warning message **No Records Found** will be displayed.*

Navigational Panel and Shortcut keys

- The Navigational panel provides links to CM Web Client features as well as to the Help File. To access a feature, click on the feature name in the Navigational panel.
- Alternatively, via a browser on a desktop, they can be opened by using the following keyboard shortcuts:
 - **Home** - CTRL + ALT + h
 - **Records** - CTRL + ALT + r
 - **Request** - CTRL + ALT + q
 - **Help** - CTRL + ALT + p

For further information and support please contact us

The University of the South Pacific | Records Management
records@usp.ac.fj | (679) 32 31687 | www.usp.ac.fj/records