InfoEd User Navigation

InfoEd's user-friendly interface provides for easy access to its functionality. This document explains InfoEd's main user navigation.

As a general rule, InfoEd's main navigation for functions such as proposal preparation (My Proposals) and profile management (My Profile) are located on the left side of the screen. Navigation located on the right side of the screen includes functionality related to InfoEd workflow items and email notifications. Workflow items are actions that InfoEd users are required to perform such as proposal approval. Notifications are the messages generated by InfoEd that notify users about actions they must perform such as proposal approval. Below is a list of user navigation icons and buttons and a discussion of their purpose.

- **Exit**: The Exit icon acts as a logout button. Click Exit to log out of the InfoEd program.
- **Help**: Clicking Help will open the InfoEd authored user guide which contains detailed InfoEd user information.
- **Support**: Clicking Support will bring the user to the InfoEd page on the Office of Sponsored Projects website where users will find various user and technical support information.
- **Find Funding**: InfoEd contains a robust funding opportunity database called, SPIN. Clicking Find Funding will open up the search page of SPIN in a new browser window.
- **CV Database**: InfoEd users have the ability to share their profile with the global InfoEd user community. Clicking CV Database will allow users to search the InfoEd CV Database.
- **My Proposals**: Clicking My Proposals will reveal the proposal functionality that users can select. Users who wish to create a new proposal or locate a proposal record will do so via My Proposals.
- **My Profile**: Every InfoEd user has a user profile where one can store a variety of professional information such as education and employment history. This area also allows users the ability to build and
upload biosketches. Other functionality includes the ability to allow other University of Nevada, Reno InfoEd users to access one’s InfoEd records.

**My Open Action Items**  Upon login to InfoEd, a user will immediately see their Open Action Items list. Open action items are items awaiting the user’s attention. Anything listed here should be addressed right away by clicking on the folder icon in the Open column.

**My Calendar**  InfoEd has a fully functional calendar capable of storing events. Note: The InfoEd calendar does not integrate with Outlook.

**My Action Items**  Clicking My Action Items will reveal Action Item options. Selecting Open will always bring one to the My Open Action Items screen and Completed will allow a user to view their Completed Action Items.

**InfoEd Workflow Maps**  InfoEd Workflow Maps allows users to visually see their InfoEd items at various stages of processing. For example, clicking New Map 1/9/2014 will present a visual of one’s proposal records and their current status. A user can then directly access records with a particular status simply by clicking the number of records.

**My Messages**  InfoEd has a fully functional email box. User notifications regarding action items are stored in the InBox. And, users have the ability to email other University of Nevada, Reno InfoEd users right from the InBox.