

4_eplanning_lesson3_Navigation_edit

After logging in and out of E-planning to verify that your account has been successfully created, you will want to log in to webtop again to learn other basic features of the system. After logging in again, I'll demonstrate for you 5 distinctive features that are commonly used in webtop. These are: The navigation pain to the left side of the screen, the display pain too the right of the screen, the E-planning menu bar, which is located at the top center of your screen, the context menu, which is called forth when you right click on object, and lastly the bread crumbs, which are located inside of the display pain. We will discuss each of these briefly in order to explain their functionality and purpose.

First, there's the navigation pain. The navigation pain appears to the left side of your screen. It displays the directory tree that shows the E-planning directory structure. Inside of your navigation pain we would like to highlight three features that are commonly used: The inbox, which displays tasks and notification messages that are sent to you inside the system, there's my authoring task, which displays documents that are sent to you for editing and review, and subscriptions, which is a bookmarking feature that displays files and folders to which you want quick access.

Next, there's the display pain. The display pain appears to the right of your screen. It displays the content of the item that you have selected in the navigation pain. For example, we have selected subscription in the navigation pain, and thus it displays everything in subscriptions in the display pain.

Next, there is the E-planning menu bar to the top center of your screen. The menu bar will be used to modify features and attributes of your assigned projects.

Next, there's the context menu. The context menu is an option called forth when a user right clicks on a highlighted object inside of webtop. The choices offered via the context menu are presented in relation to the object the user wishes to take action on. For example, if the user wants to modify attributes about a particular project folder, he would highlight that project folder, right click on it, and you see the options that are available to you. On the other hand, if it was an actual document that a user wanted to take action on, you right click and you see that the context menu items that are offered are significantly different.

The last unique feature of webtop that we wish to highlight is the bread crumb feature. If you are inside a project folder and you don't know exactly where you came from, you can follow your bread crumbs back to where you want to go. For example, I clicked inside of this project folder, and say I want to go back up a level. I can click my bread crumbs and they will take me back to where I came from. If you want to go to a previous section or page, simply navigate using the bread crumb trail that your project has created.

Let's summarize the basic features that we have learned in webtop navigation. We've shown you navigation pain, we've shown you the display pain, you've

seen the E-planning menu bar, I showed you the context menu, as well as bread crumbs.