



# KSIS 9.2 QUICK START GUIDE

*June 23, 2017*

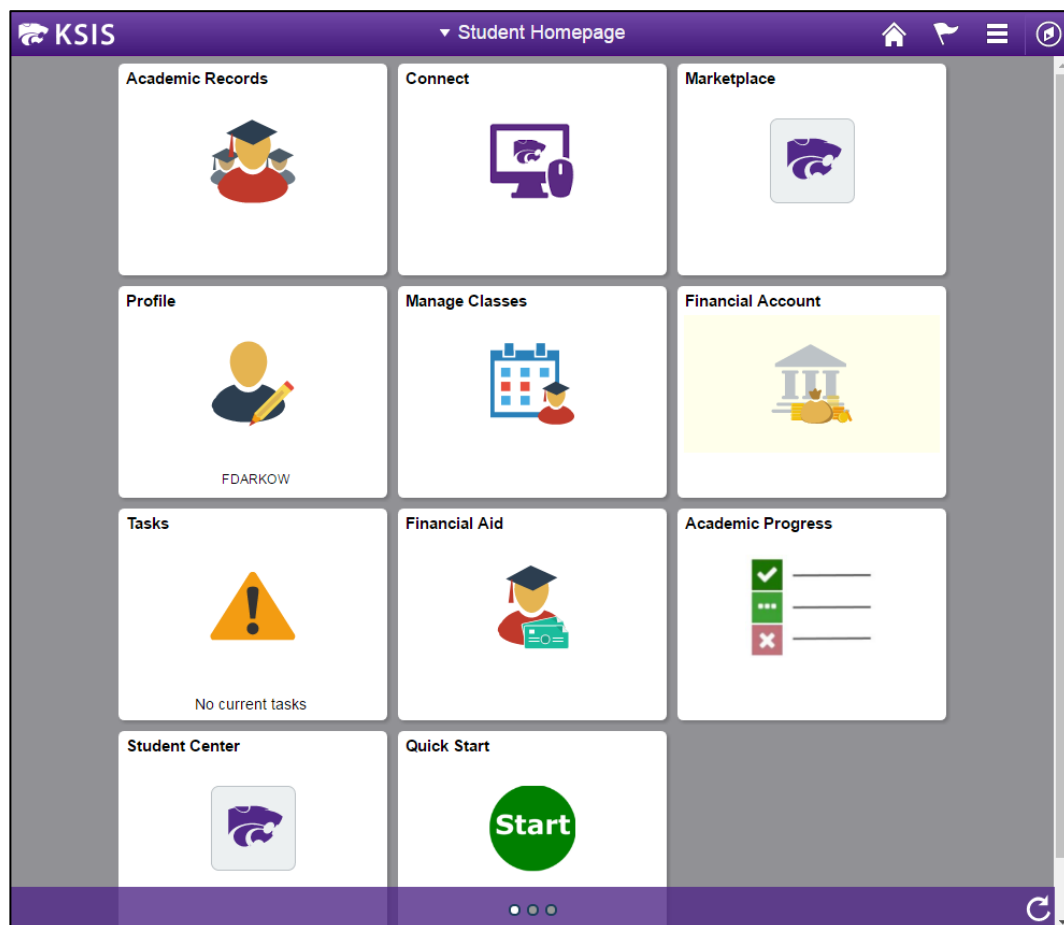
Questions? Contact the **IT Help Desk**:  
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785-532-7722 or 800-865-4163

## Contents:

Homepages .....	2
Top Banner and NavBar .....	3
Mobile Experience .....	4
Navigating .....	5
Personalizing Homepages and Tiles.....	6-8
My Favorites.....	9

## Homepages

**Homepages**—Are a collection of related tiles.



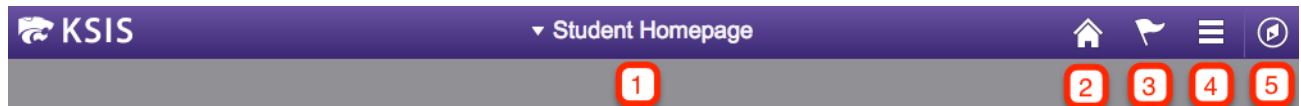
**Tiles**—Are links to specific pages or groups of related pages.

**Main**—Each time you log in, the system defaults to your main homepage. From your main homepage you can easily navigate to commonly used pages.

**Role Specific**—You may have multiple homepages based on your KSIS role(s). Click the homepage title to access other home pages.

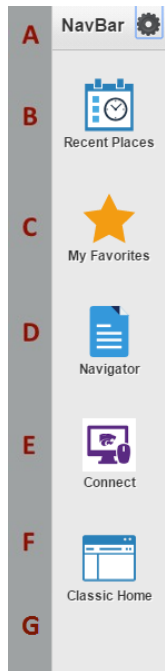
**My Homepage**—A blank homepage that you can personalize.

## Top Banner



<b>1</b>	<b>Homepage title</b>	Click the homepage title to access other homepages.
<b>2</b>	<b>Home icon</b>	A quick way to return to the homepage.
<b>3</b>	<b>Flag icon</b>	Actions and alerts. <i>(Not yet available.)</i>
<b>4</b>	<b>Action icon (the hamburger)</b>	Provides tools to: <ul style="list-style-type: none"> <li>• create a new homepage</li> <li>• add tiles to homepage(s), NavBar, and My Favorites</li> <li>• change system preferences.</li> </ul>
<b>5</b>	<b>Navigator</b>	Contains the NavBar and a menu to access other KSIS pages, including “Classic” (pre-9.2 version) pages.

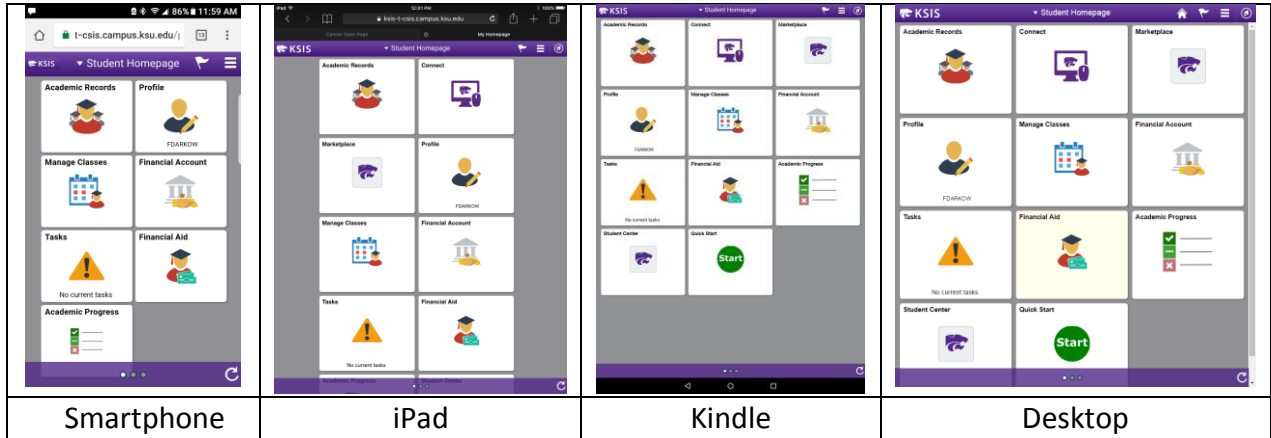
## NavBar



<b>A</b>	<b>Personalize NavBar</b>	Click the gear icon to add and reorder tiles in the NavBar.
<b>B</b>	<b>Recent Places</b>	Links to pages recently visited.
<b>C</b>	<b>My Favorites</b>	Access to My Favorites, a collection of user-defined quick links.
<b>D</b>	<b>Navigator</b>	Access to the full application menu. Click the navigator icon to access any page in KSIS.
<b>E</b>	<b>K-State Connect</b>	Access to K-State Connect.
<b>F</b>	<b>Classic Home</b>	Access to (pre-9.2) Classic home, menus, and pages.
<b>G</b>	<b>Variable</b>	Any tiles you add to the NavBar will appear at the bottom of the list.

## Mobile Experience

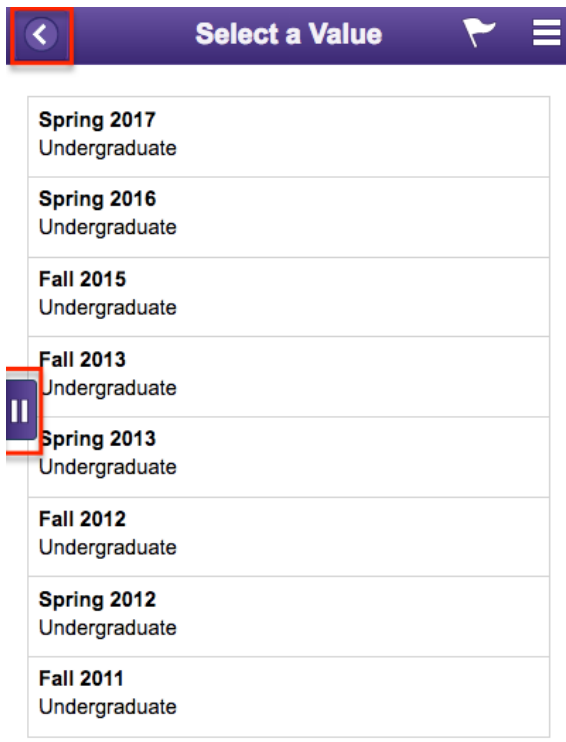
KSIS 9.2 utilizes responsive web design so it adapts to the screen size of the device being used. Some icons may not appear, or may be in a different screen location, as shown here:



If you can't find an icon, remember to look under "the hamburger":



On smaller devices, the arrow icon is the back button and the purple expansion icon will open the left navigation window:




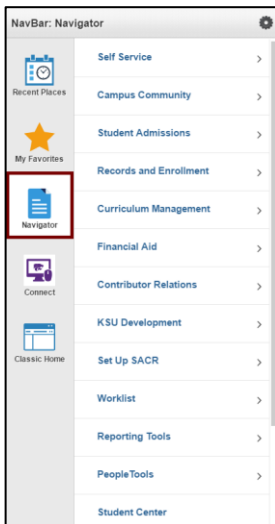
# Navigating

## From the homepage:

1. Click the tile to open the page you wish to access.
2. Many home page tiles go to a single page, while others go to a collection of pages. For the latter, browse the list and click the link to open the page you wish to access.
3. Use the back button in the purple banner to return to the previous page.

## From the Navigator:

1. Click the Navigator icon to expand it. 
2. Click the Navigator in the NavBar to open it. Click through the menu to locate any page.



3. Click the left arrow at the top of the NavBar to go back one level.



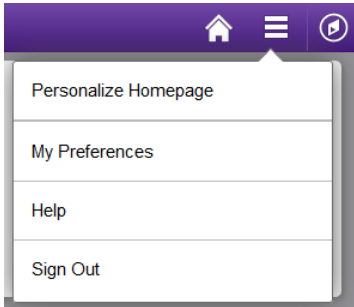
4. Click the up arrow to return to the main Navigator menu.



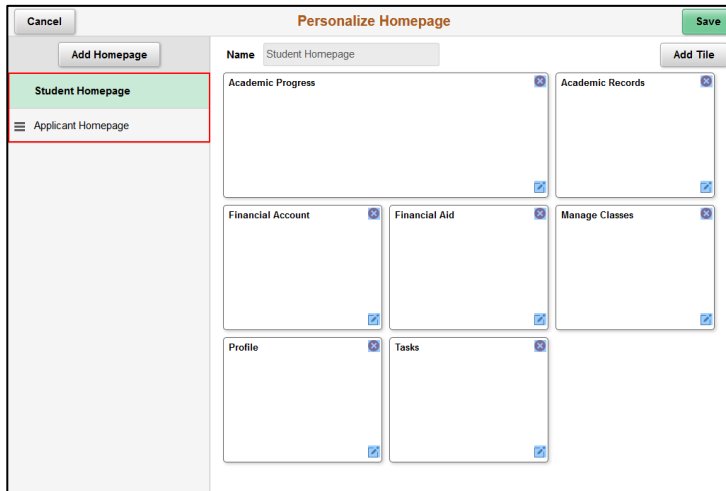
## Personalizing Homepages and Tiles

### Personalize a homepage:

1. Click “the hamburger” icon and select “Personalize Homepage”.



2. A list of your homepages appears in the left side navigation.



### Add a Homepage:

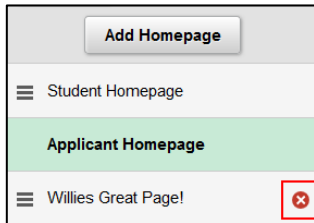
1. Click the “Add Homepage” button (shown in step 2 above).
2. Type a name in the “Add New Homepage” text field.

A screenshot of a form for adding a new homepage. The form has a title "Or create a new Homepage" in bold. Below the title is a text input field with the placeholder text "Add New Homepage" and an "Add" button to its right.

3. Click the “Add button”.
4. Proceed to add tiles to your new homepage (see next page).

## Delete a Homepage:

1. Click **Personalize Homepage** (shown in step 1 at top of previous page).
2. Click the red x to the right of the name.



## Change Order of Homepages:

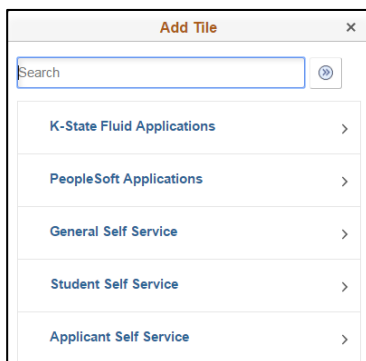
1. Click **Personalize Homepage** (shown in step 1 at top of previous page).
2. Drag and drop the order of Homepages (shown in step 2 at top of previous page). The Homepage on top will be your new default Homepage.

## Add and Remove Tiles on a Homepage:

1. Click “the hamburger” icon, then “Personalize Homepage”.
2. Click the “Add Tile” button.



3. Navigate through the menu to find the tile (page) you want to add, or use the Search field to locate the tile (page) you want to add.

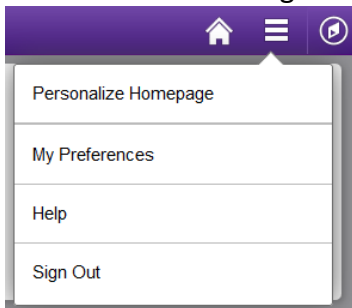


4. Click the tile name to add it at the end of the homepage.
5. To remove a tile, click the red ‘x’ in the upper right of the tile.
6. Click the Save button to return to your homepage.

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

## Set a New Homepage from the NavBar:

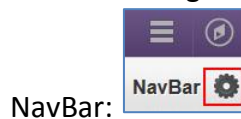
1. Click on the “hamburger” to expand it and select “Personalize Homepage”.



2. Drag the desired Homepage to the top of the list of Homepages. This makes it the default Homepage when you click the Home icon on the top right of the banner.

## Add and Remove Tiles on the NavBar:

1. Click the Navigator icon to expand it, then the gear icon to see the list of tiles in your




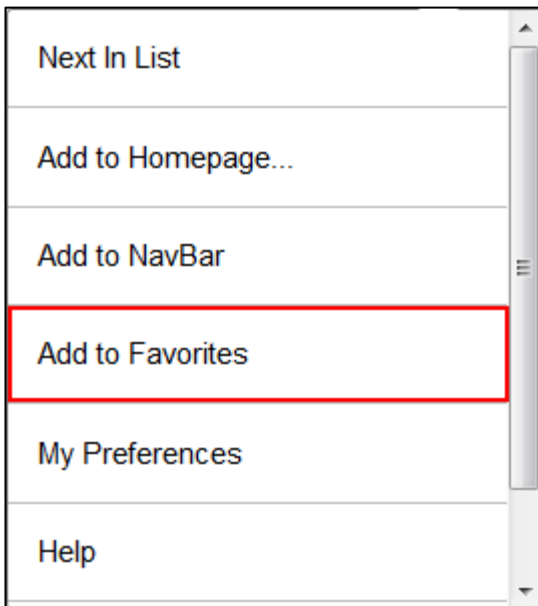
2. Click the “Add Tile” button.
3. Navigate through the menu to find the tile (page) you want to add.
4. Click the tile name, then the “Add Tile” button.
5. To remove a tile, tap the red ‘x’ on the tile.  
**Note:** Tiles without a red ‘x’ cannot be removed.
6. Click the “Done” button to save your changes.
7. Any tile(s) you add are displayed at the bottom of the NavBar.
8. To change the order of tiles, click the gear icon, then drag and drop the icons in a different order. Click the “Done” button when finished.



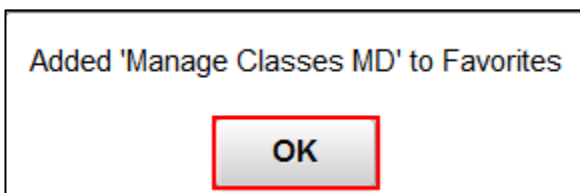
## My Favorites

### Add Tiles and Pages to My Favorites:

1. Navigate to the page you wish to add to My Favorites.
2. Click the hamburger icon. 
3. Click "Add to Favorites".



4. Click "OK".



**Note:** To add pages to Homepages and the NavBar, select those options in the hamburger.

### Remove and Reorder Tiles in My Favorites:

1. Click the NavBar icon.
2. Click "My Favorites" on the list.
3. Click "Edit Favorites".
4. On the "Edit Favorites" page:
  - a. Click the minus sign to remove a tile from the list.
  - b. On the remaining lines, enter a number starting with zero in the Sequence number fields to reorder tiles in the list.
5. Click "Save".