

# Facets 5.0 Navigation



# Course Objectives



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**Upon successful completion of this course, you will be able to:**

- ▶ **Sign on to and off of Facets**
- ▶ **Navigate in Facets using the mouse and/or shortcut keys**
- ▶ **Describe the Title and Menu bars and Window layout**
- ▶ **Demonstrate using the Navigation area, workspace area, and status bar**
- ▶ **Use Facets Help and Search options**
- ▶ **Demonstrate how to open, edit, and create records in Facets**

# Signing on and off



# Objectives

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**Upon successful completion of this chapter, you will be able to:**

- ▶ **Sign on to and off of Facets**



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## **▶ Sign-on and off demo**

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## **▶ Sign on and off of Facets**



# Objectives



**You are now able to:**

- ▶ **Sign on to and off of Facets**



# Navigation Module





# Module Objectives



**Upon successful completion of this module, you will be able to:**

- ▶ **Navigate in Facets using the mouse and/or shortcut keys**
- ▶ **Use the Favorites tab**
- ▶ **Move and dock the Navigation pane**
- ▶ **Split Facets screens**



# Navigation Short Cuts



# Objectives

**Upon successful completion of this chapter, you will be able to:**

- ▶ **Navigate in Facets using the mouse and/or shortcut keys**



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## ▶ **Navigate with mouse and shortcuts keys**

# Objective Summary



**You are now able to:**

- ▶ **Navigate in Facets using the mouse and/or shortcut keys**





# Favorites Tab



# Objectives

**Upon successful completion of this chapter, you will be able to:**

- ▶ **Save applications to the Favorites tab**
- ▶ **Reorder applications on the Favorites tab**
- ▶ **Remove applications from the Favorites tab**



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## ► **Favorites Tab**

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## **▶ Favorites tab lab**

## ***Objective Summary***



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**You are now able to:**

- ▶ **Save applications to the Favorites tab**
- ▶ **Reorder applications on the Favorites tab**
- ▶ **Remove applications from the Favorites tab**



# Moving and Docking Navigation Panes



# Objectives

**Upon successful completion of this chapter, you will be able to:**

- ▶ **Move the Navigation panes**
- ▶ **Dock the Navigation panes**
- ▶ **Reset the Navigation layout**



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## ▶ **Moving and docking navigation panes**

## ***Objective Summary***



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**You are now able to:**

- ▶ **Move the Navigation panes**
- ▶ **Dock the Navigation panes**
- ▶ **Reset the Navigation layout**

# Split screen functionality





## ***Objectives***



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**Upon successful completion of this chapter, you will be able to:**

- ▶ **Arrange Facets screens side by side**
- ▶ **Arrange Facets screens horizontally**

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## **▶ Split screen functionality**

## ***Objective Summary***



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**You are now able to:**

- ▶ **Arrange Facets screens side by side**
- ▶ **Arrange Facets screens horizontally**

# Module Objectives



**You are now able to:**

- ▶ **Navigate in Facets using the mouse and/or shortcut keys**
- ▶ **Use the Favorites tab**
- ▶ **Move and dock the Navigation pane**
- ▶ **Split Facets screens**



# Layout and Menus





# Objectives

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**Upon successful completion of this chapter, you will be able to:**

- ▶ **Describe the Title bars, Menu bars and Window layout**



## ▶ **Demo Facets layout and menus**

# Objective Summary



**You are now able to:**

- ▶ **Describe the Title bars, Menu bars and Window layout**



# Workspace Area



# Objectives

**Upon successful completion of this chapter, you will be able to:**

- ▶ **Demonstrate using the Navigation area, workspace area, and status bar**



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## ▶ **Facets Workspace Area**



## *Objective Summary*



**You are now able to:**

- ▶ **Demonstrate using the Navigation area, workspace area, and status bar**



# Help and Search



# Objectives

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**Upon successful completion of this chapter, you will be able to:**

- ▶ **Use Facets Help and Search options**



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## ▶ **Demo Help and Search Functions**

## ***Objective Summary***



**You are now able to:**

- ▶ **Use Facets Help and Search options**





# Opening, Editing and Creating Records





# Objectives

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**Upon successful completion of this chapter, you will be able to:**

- ▶ **Demonstrate how to open, edit, and create records in Facets**



## **▶ Sign-on and off Demo**

# Objective Summary



**You are now able to:**

- ▶ **Demonstrate how to open, edit, and create records in Facets**



# ***Course Objectives Summary***



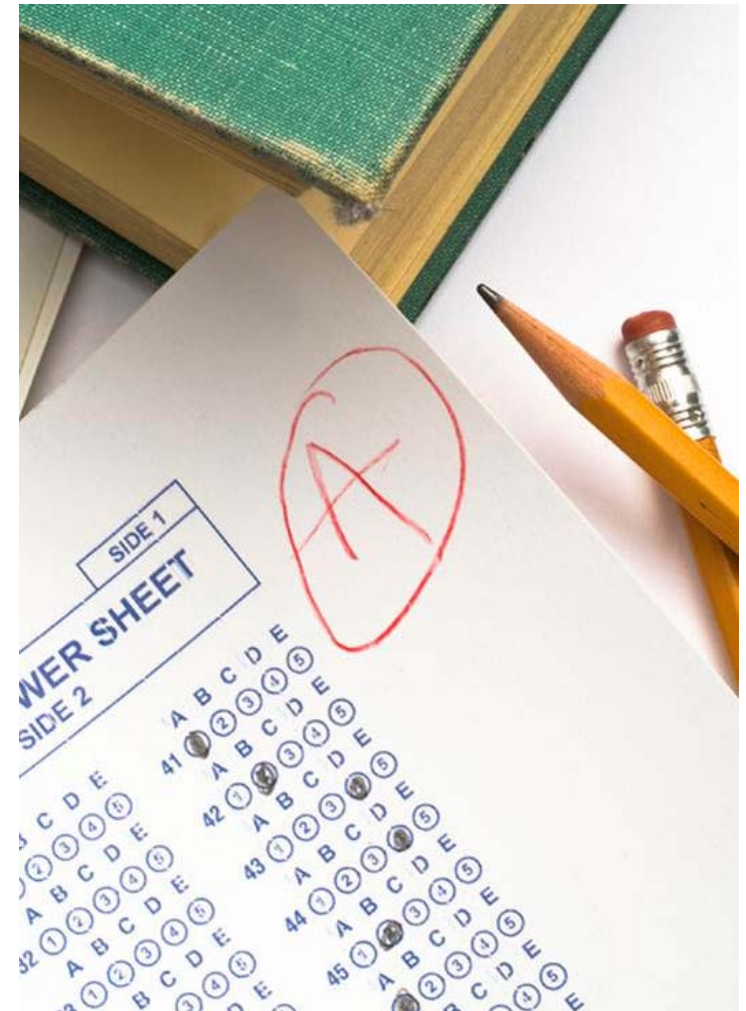
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**You are now able to:**

- ▶ **Sign on to and off of Facets**
- ▶ **Navigate in Facets using the mouse and/or shortcut keys**
- ▶ **Describe the Title and Menu bars and Window layout**
- ▶ **Demonstrate using the Navigation area, workspace area, and status bar**
- ▶ **Use Facets Help and Search options**
- ▶ **Demonstrate how to open, edit, and create records in Facets**

# Survey and Post-test

- ▶ **Location - TZUniversity**
- ▶ **Complete survey**



# Thank You





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