

Core-CT Portal Upgrade

The March 4, 2013 Core-CT Portal upgrade will bring several new features to Core-CT Financials and HRMS users. To prepare you, this job aid will highlight:

- Unified Navigation
- HRMS Folders
- Financials Folders
- New 'Finance' Tab (for Financials users only)
- 'Breadcrumb Style' Locations
- Hover Descriptions
- Alphabetizing the Main Menu
- Recreating 'My Links'

Unified Navigation

'Unified Navigation' organizes your content within folders. After logging into Core-CT, click on the 'Main Menu' drop down. Your content will be displayed in folders versus a list of individual content areas.

HRMS Folders

The folders you see are based on your Core-CT role(s) and security privileges and may be different than the folders shown below.

The screenshot displays the Core-CT HRMS portal interface. The top navigation bar includes links for Home, HRMS Worklist, FIN Worklist, Add to My Links, and Sign out. The main content area is divided into several sections:

- My:** A red arrow points to this section, which contains a list of folders: Core-CT EPM, Core-CT Financials, Core-CT HRMS, Self Service, SCM Integrations, Enterprise Components, My Content, Content Management, Internal Controls Enforcer, Portal Administration, Worklist, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, FileMover TSM Log Locati, Payroll Text Validation PY, FileMover Upload-Downlo, FileMover Interface/Part S, Take a Survey, Browse Workspaces, My Account Sign On, Usage Monitoring, Change My Password, My Personalizations, My System Profile, My Dictionary, and My Feeds.
- Core-CT News:** A section with the text "No articles currently available" and links for "Update Submitted Articles", "Feed", and "View All Articles and Sections".
- My Reports:** A table listing reports and their folders.

Report	Folder
CTPYB467	General
	2013-02-24-21.54.1
TAX001	General
	2013-02-23-20.54.0
DDP004	General
	2013-02-23-20.53.3
DDP004	General
	2013-02-23-20.53.0
CTT359PL	General
	2013-02-23-17.16.4

Financials Folders

The folders you see are based on your Core-CT role(s) and security privileges and may be different than the folders shown below.

The screenshot shows the Core-CT Portal Main Menu. A red arrow points to the 'My' link in the top left. A red box highlights the 'Financials' section of the folder list, which includes:

- Data Expansion Tools
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Procurement Contracts
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Real Estate Management
- Staffing
- Travel and Expenses

The main content area displays a table with the following data:

Folder	General
013-02-24-21.54.1	General
013-02-23-20.54.0	General
013-02-23-20.53.0	General
013-02-23-17.16.4	General

Below the table is a 'Budget' section with a table:

	Fund	SID	DeptID	Bud Ref	Project	Sum Total Amt
	11000	10020	AES48000	2012		-900136
bered	11000	10020	AES48000	2011		0
bered	11000	10020	AES48000	2012		0
uture	11000	10020	AES48000	2012		899601.4
arized	11000	10020	AES48000	2011		0
arized	11000	10020	AES48000	2012		-534.6

On the right side of the portal, there are sections for 'Core-CT News' (No articles currently available) and 'Finance Blog' (No Postings available).

New 'Finance' Tab

Financials users now have two ways to access their content: Via the 'Main Menu' drop down as described above or through a new 'Finance' tab.

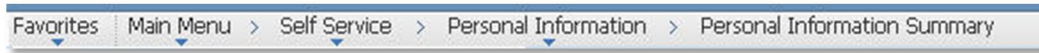
The screenshot shows the State of Connecticut Core-CT Portal interface. At the top, the 'Main Menu' contains four tabs: 'My HR', 'Finance', 'Recruiting', and 'Core-CT Help'. A red arrow points to the 'Finance' tab, which is highlighted in blue. Below the main menu, the dashboard is divided into several sections:

- Expiring Vendor Contracts:** A table with columns: SetID, Contract, Status, Descr, Expire Dt, Gross Amt. One row is visible: STATE, 07DPW0873AA, A, psa for 55 and 395 w.m.st., 2012-12-31, 1.
- Top Projects:** A table with columns: Project, Cost Amount, Budget Total, Curr. Five rows are listed with project IDs and amounts in USD.
- My Reports:** A table with columns: Report, Folder. Lists reports like CTPYB46Z, TAX001, DDP004, and CTT359PL.
- Budget Status Pagelet:** A table with columns: Ledger Grp, Ledger, Fund, SID, DeptID, Bud Ref, Project, Sum Total Amt. Shows budget details for ledger group KK_ALLOT.
- Core-CT News:** A section with a 'Feed' icon and text: 'No articles currently available'. Includes links for 'Update Submitted Articles' and 'View All Articles and Sections'.
- Finance Blog:** A section with text: 'No Postings available'.

The new 'Finance' tab displays "dashboard" access to your modules, based on your role(s) and security privileges.

'Breadcrumb Style' Locations

Once you've selected a Core-CT module via the Folders, the 'path' you clicked to arrive at a module is displayed at the top of your screen. This path is referred to as a 'Breadcrumb':



This example displays the following selections: Main Menu → Self Service → Personal Information → Personal Information Summary.

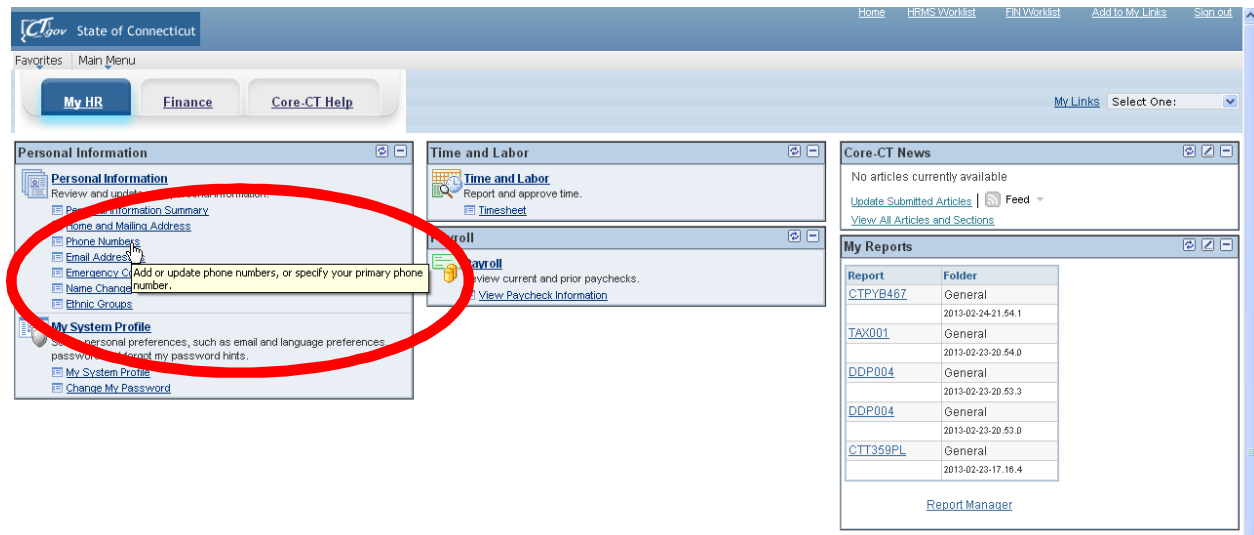
Breadcrumb trails allow you to 'backtrack' to an earlier selection by clicking on the blue down arrow below a Folder name.



When you click a previous section's down arrow, you will be able to view the options under that selection.

Hover Descriptions

Many items listed in the Core-CT Portal support "Hover over" explanations and descriptions. To see the hover, place your cursor (don't click!) on the listed item.

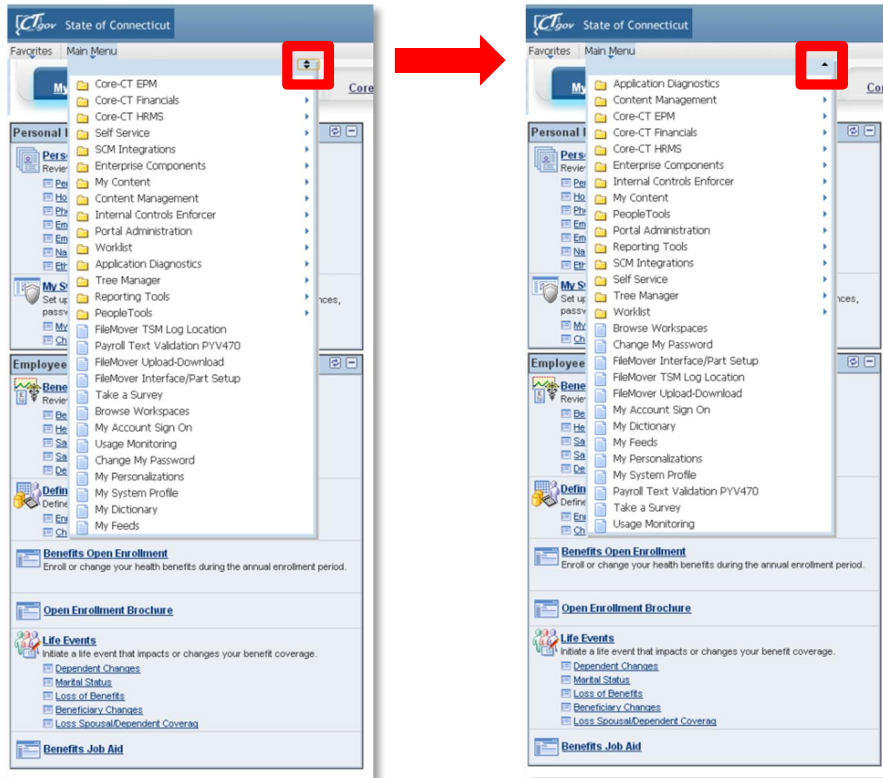


The screenshot shows the Core-CT Portal interface with a red circle highlighting the 'Emergency Contact' link in the 'Personal Information' section. A tooltip is visible over this link, containing the text: "Add or update phone numbers, or specify your primary phone number." The interface also shows other sections like 'Time and Labor', 'Core-CT News', and 'My Reports'.

Report	Folder
CTPYB467	General
	2013-02-24-21.54.1
TAX001	General
	2013-02-23-20.54.0
DDP004	General
	2013-02-23-20.53.3
DDP004	General
	2013-02-23-20.53.0
CTT359PL	General
	2013-02-23-17.16.4

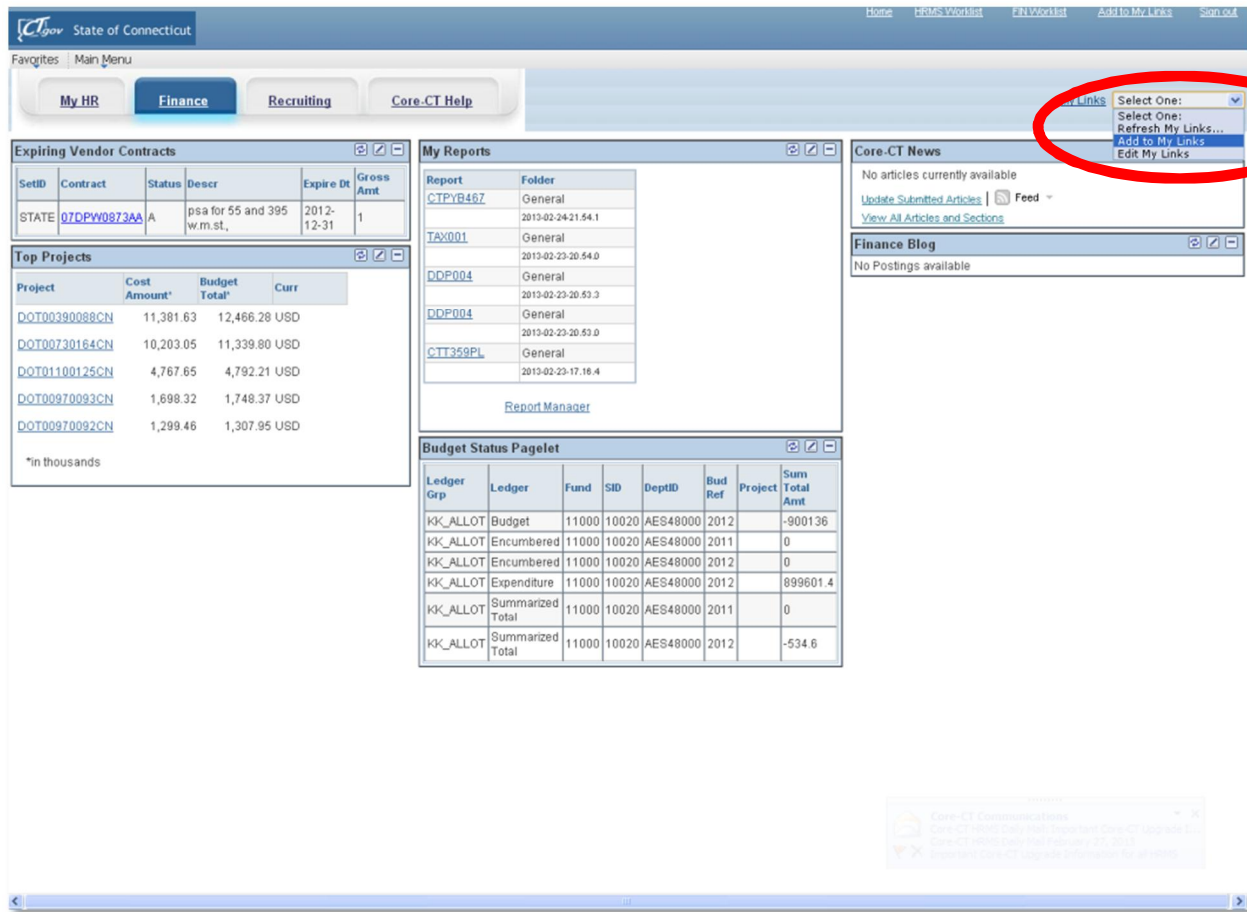
Alphabetizing the Main Menu

The list of available content and applications on the Main Menu may appear to be a long list. To organize your list in A-Z alphabetical order, click on the double arrows at the top of the Main Menu pull down list. To reverse the order and display a Z-A listing, click on the double arrows again. Please note: this alphabetical listing will remain until you Sign out of Core-CT.



Recreating 'My Links'

The Portal update will result in the removal of any previously created 'My Links' for Financials and HRMS users. 'My Links' are user-created hyperlink shortcuts to content in Core-CT.



The screenshot shows the Core-CT Portal interface. At the top, there is a navigation bar with 'Home', 'HRMS Worklist', 'FN Worklist', 'Add to My Links', and 'Sign out'. Below this is a 'Favourites' section with buttons for 'My HR', 'Finance', 'Recruiting', and 'Core-CT Help'. The 'Finance' button is highlighted. On the right side, there is a 'My Links' dropdown menu, which is circled in red. The menu options are: 'Select One:', 'Select One:', 'Refresh My Links...', 'Add to My Links', and 'Edit My Links'. The main content area is divided into several sections: 'Expiring Vendor Contracts', 'Top Projects', 'My Reports', 'Budget Status Pagelet', 'Core-CT News', and 'Finance Blog'. The 'My Reports' section contains a table of reports, and the 'Budget Status Pagelet' contains a table of budget data.

SetID	Contract	Status	Descr	Expire Dt	Gross Amt
STATE	07DPW0873AA	A	psa for 55 and 395 w.m.st.	2012-12-31	1

Project	Cost Amount*	Budget Total*	Curr
DOT00390088CN	11,381.63	12,466.28	USD
DOT00730184CN	10,203.05	11,339.80	USD
DOT01100125CN	4,767.65	4,792.21	USD
DOT00970093CN	1,698.32	1,748.37	USD
DOT00970092CN	1,299.46	1,307.95	USD

Report	Folder
CTPIR46Z	General
TAX001	General
DDP004	General
DDP004	General
DDP004	General
CTT359PL	General

Ledger Grp	Ledger	Fund	SID	DeptID	Bud Ref	Project	Sum Total Amt
KK_ALLOT	Budget	11000	10020	AES48000	2012		-900136
KK_ALLOT	Encumbered	11000	10020	AES48000	2011		0
KK_ALLOT	Encumbered	11000	10020	AES48000	2012		0
KK_ALLOT	Expenditure	11000	10020	AES48000	2012		899601.4
KK_ALLOT	Summarized Total	11000	10020	AES48000	2011		0
KK_ALLOT	Summarized Total	11000	10020	AES48000	2012		-534.6

It will be necessary to re-create your 'My Links' after the launch on Monday.

To create 'My Links':

1. Log into the Core-CT Portal.
2. Navigate to the page or Core-CT application where you want a link.
3. Locate the 'My Links' Pull Down menu on the right side of your screen.
4. Select 'Add to My Links' from the pull down menu.
5. Type in the name and location of your new link.
6. Click 'Save' to keep your new link.

If you make a mistake while creating 'My Links,' you can edit your links, by selecting 'Edit My Links' from the drop down menu.