



# FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:  
N/A



DATE DEVELOPED: 08/10/2021

REVISED DATE:

**SUBJECT: Using Side Navigation**

## Using the Side Navigation

You can use the side navigation from any page in ERP to navigate to your landing page, as well as to functionality such as your dashboards, reports, and other recently accessed entry points.

By default the side navigation is expanded to show icons and the link name. If you want to collapse the navigation so you only see the icons, click the  icon. If you have collapsed the side navigation, you can hover your cursor over an icon to see the link name. If you want to expand the side navigation, click  icon. If your browser window is smaller than a threshold size, side navigation will automatically collapse.

The screenshot shows the Frontline ERP interface for Pasadena ISD. The top navigation bar includes "Frontline ERP" and "Pasadena ISD". Below this, the "Production / Pasadena ISD" breadcrumb is visible. The main content area is titled "My Entry Points" and displays a welcome message for "Derek Gillard". A vertical navigation menu on the left is highlighted with a red box and contains the following items: Home, Dashboards, Favorites, Recent Items, Report Profiles, Report Queue, Open Alternate Window, Time Stamp, My Service Center, Switch to Standard Mo..., and Resource Library. Each item in the menu has a corresponding icon and a right-pointing arrow. The main content area also features a "Derek Menu" with several options: Financial Reporting, Non-Employee Reimbursement, Budget Change Request Maintenance, AP Check Run, Approve Invoices, and Security Maintenance.



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## Side Navigation Options

Your access to some options on the side navigation is controlled by your district. Some screens, such as those in the Employee Service Center (ESC) exclude some of the functionality that is on the side navigation.

- **Home:** Home takes you back to your landing page. If you have not designated a landing page, it takes you to the My Entry Points dashboard.

See "Creating Custom Dashboards" in [Using Dashboards](#) for information about how to create a dashboard that you could designate as your landing page.

- **Dashboards:** Dashboards are configurable screens you will use to interact with ERP entry points and data. You can use the Dashboards menu to switch to any default or custom dashboard.

See [Using Dashboards](#) for more information.

- **Favorites:** Favorites provides access to entry points or reports under your own favorite menus. You can create and customize your own menus, which you can then access from Favorites on the side navigation or My Entry Points dashboard, via the Configure link in the menu.

See "Configuring the My Entry Points Dashboard" in [Using Dashboards](#) for more information.

- **Recent Items:** Recent items provides quick access to the other entry points you have accessed historically since you first signed in to ERP. If a page is designed to provide return functionality, it may also be listed under this icon.
- **Related:** The Related menu contains a list of entry points that are under the same menu as the entry point you are currently viewing. Your district administrator configures the menus, determining which entry points appear in the Related menu. For example, your administrator might have placed Employee Payroll, Employee Earnings, and Create Check Run on Demand into the same menu for items related to payroll. In that case, if you accessed one of those entry points, the others would appear on the Related menu for it. The Related option only applies to the menus created by your district; it does not apply to dashboards.
- **Report Profiles:** Use the Report Profiles link to access My Report Profiles, which is where you can access the ERP or SIS reports that have been made available to you by your district administrator.

See "My Report Profiles" in [Using Reports](#) for more information.



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- **Report Queue:** Use the Report Queue link to access My Report Queue that shows you the processing status of your generated reports.

See "My Report Queue" in [Using Reports](#) for more information.

- **Open Alternate Tab:** Use **Open Alternate Tab** to open ERP in a new tab in your browser window. If you open ERP in an alternate tab, it starts on your landing page (or the My Entry Points dashboard if you have not selected a landing page). You can have an unlimited number of alternate browser tabs open in a session. When you are finished with an alternate tab, click **X** on the tab to close it.

If the same functionality is open in multiple tabs and you have made changes on different tabs, the data will be saved from the tab on which you clicked the Add or Save button. Alternate browser tab functionality is only from the side navigation. Some entry points have functionality that opens in a new alternate browser window.

- **Time Stamp:** Click Time Stamp to view the Time Stamp window, if your role is configured to allow you to perform time stamp punches. From this window, you can submit a punch and view your last eight punches. The Time Stamp option is not displayed if you are working in an alternate window.

System Administrators: Positions are configured for time stamp punches on the [Position Detail](#) tab in the Position Search entry point.

- **My Service Center:** Click My Service Center to open the Employee Service Center in another window. The ESC has its own security, and you must log in to it separately.
- **Switch to High Contrast:** Click **Switch to High Contrast** if you want to change the general look of the ERP interface to a theme that has greater contrast for text and more pronounced boxes around elements on the screen. You can click **Switch to Standard** to go back to the default look.