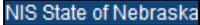
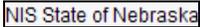
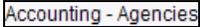
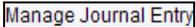
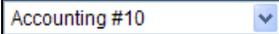
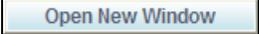
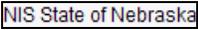


Navigating Nebraska Information System Lesson

1.	<p>As you navigate through NIS do not use your forward or back buttons on your browser. Always use the buttons within NIS to navigate.</p> <p>In addition, when signing out be sure to use the Sign Out button in the upper right hand corner. Do Not use the X in the upper right hand corner of your browser.</p>
2.	<p>You can minimize the menu.</p> <p>Click the Minimize (Alt+M) button.</p> 
3.	<p>To restore the menu click the Restore (Alt+M) button.</p> 
4.	<p>You can also maximize the menu.</p> <p>Click the Maximize (Alt+X) button.</p> 
5.	<p>To restore the menu click the Restore (Alt+X) button.</p> 
6.	<p>Click the NIS State of Nebraska link.</p> 
7.	<p>This will display everything you have access to. Please be aware that your actual menu may differ from this example or from what your co-workers have. It all depends on your level of access.</p>
8.	<p>To collapse your menu back down click the NIS State of Nebraska link.</p> 
9.	<p>You have Roles assigned to your profile which determine what you have access to. Though you do not have to select a specific Role, by doing so you can narrow down what you see in your menu.</p>
10.	<p>Click the Roles link.</p> 
11.	<p>Click the Role list.</p> 
12.	<p>Click the Accounting #10 list item.</p> 
13.	<p>Click the Double Arrow button. This loads your Role.</p> 

14.	<p>Click the NIS State of Nebraska link.</p> 
15.	<p>Notice how you now only see Accounting - Agencies on your menu where before you saw everything you have access to. This is because you selected the Accounting #10 Role.</p>
16.	<p>Click the Accounting - Agencies link.</p> 
17.	<p>Click the Manage Journal Entry link.</p> 
18.	<p>Click the Enter Manual Journal Entries link.</p> 
19.	<p>Reports can be identified in the menu with a blue dot.</p>
20.	<p>All other applications are identified in the menu with a blue dash.</p>
21.	<p>Click the Journal Entries with Debit/Credit Format link.</p> 
22.	<p>The application window opens and the application also is listed under the Open Applications.</p>
23.	<p>Click the Enter Recurring Journal Entries link.</p> 
24.	<p>The second application window opens and is also listed under the Open Applications.</p> <p>You can have up to five applications open at a time.</p>
25.	<p>Click the Close (Ctrl+Alt+L) button.</p> 
26.	<p>Click the Close (Ctrl+Alt+L) button.</p> 
27.	<p>You can refresh your menu which will collapse the menu back down.</p>
28.	<p>Click the Refresh EnterpriseOne Menu button.</p> 
29.	<p>You can reload all of your Roles so your menu will display everything you have access to.</p>

30.	<p>Click the Role list.</p> 
31.	<p>Click the All My Roles list item.</p> 
32.	<p>Click the Double Arrows button.</p> 
33.	<p>You can open a separate window as well. This allows you to work on multiple applications within separate windows.</p>
34.	<p>Click the Open New Window button.</p> 
35.	<p>A second window has opened on top of the original window. Notice how the second window does not have a Sign Out button. Instead it has a Close Window button.</p>
36.	<p>You can go back and forth between the windows by selecting them from the tool bar at the bottom of the screen.</p>
37.	<p>Click the Close Window link.</p> 
38.	<p>There is an option to have the menu automatically minimize every time you open an application.</p>
39.	<p>Click the Preferences link.</p> 
40.	<p>Click the Minimize menu on app launch option.</p> 
41.	<p>Click the NIS State of Nebraska link.</p> 
42.	<p>Click the Address Book link.</p> 
43.	<p>Click the Address Book Inquiry link.</p> 
44.	<p>Notice how the menu minimized automatically. You can restore the menu at anytime.</p>
45.	<p>Click the Restore (Alt+M) button.</p> 

46.	Click the Minimize (Alt+M) button. 
47.	Click the Close (Ctrl+Alt+L) button. 
48.	You have successfully completed some of the navigation basics of NIS. End of Procedure.