

March 2018 Interface Update

Interface Update

This document will highlight some of the significant changes or function differences within UA Vitae. This article does not cover all changes in all modules (for example, Faculty Search and Review, Promotion & Tenure), but should serve as a significant resource to draw information and highlight changes. The new user dashboard/homepage is set to be released mid-March.

*For a comprehensive list of changes please visit [Interfolio's Spring 2018 upcoming changes page](#).

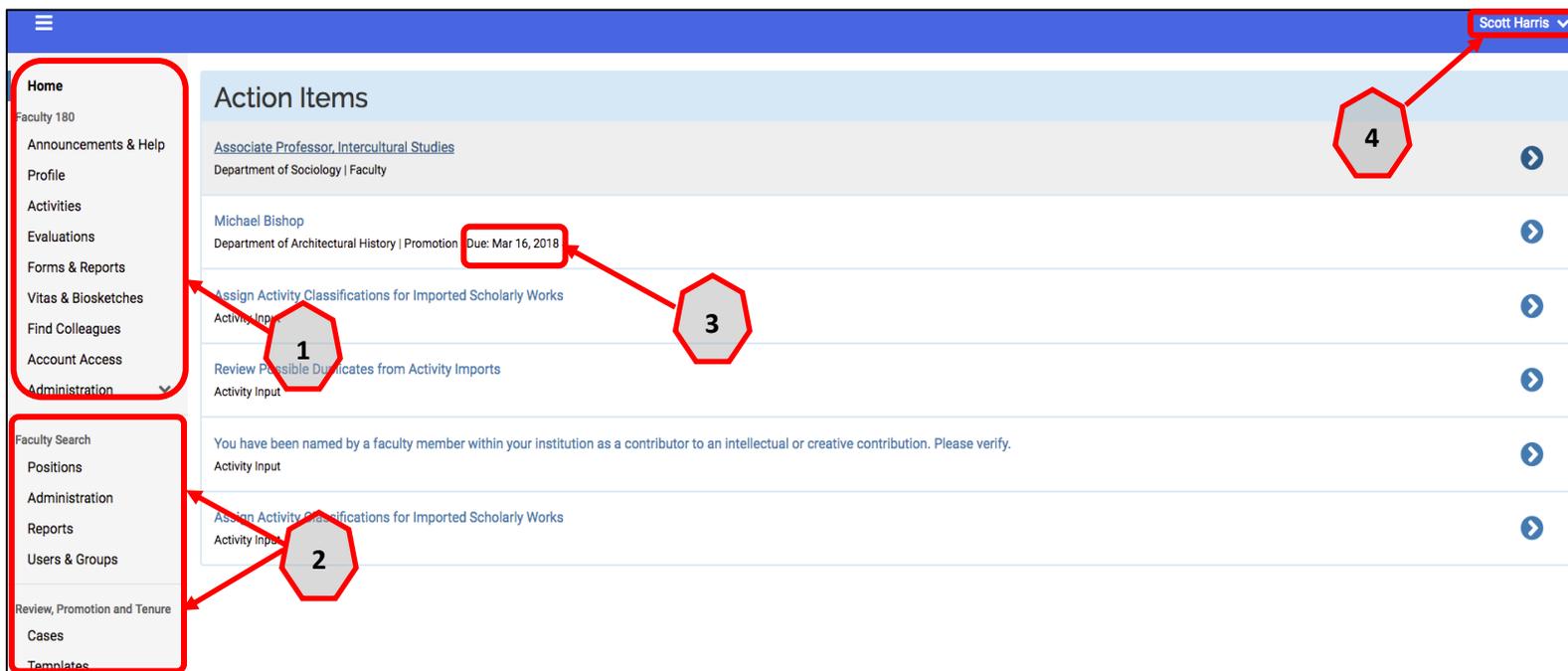


Figure 1: Homepage (Landing Page)

1. The **Faculty/Admin** tab will no longer be two separate tabs. This allows for quicker access to admin functions and provides you the option to collapse the navigation menu to allow more screen real-estate.

Note: Only users with administrative access will see all options displayed above.

2. Users will see a dedicated page for the Faculty Search and the Promotion and Tenure products.
3. The **To Do** section of the homepage has been relabeled to **Action Items**. If an **Action Item** has a due date, it will be displayed in the **Action Item** section. This helps user prioritize tasks.
4. For those who have an Interfolio Dossier account, the new **User Menu** allows you to switch to your personal Dossier. To switch to your personal Dossier account, click the **User Menu** and select **Switch Accounts - Interfolio Dossier**.

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Note: The **Announcement & Help** page will contain the following sections:

- Interfolio Announcement Pane
- Institutional Announcement Pane
- Help Link Pane
- Institutional FAQ (If enabled)



Figure 2: Activities Demo Page

1. Within UA Vitae there are now **Breadcrumb** links to help users navigate between windows on their path through UA Vitae. Simply click on the desired link to navigate to a previous page.
2. The new **Jump to Section** is found on the **Activities** and **Profile** form pages. Users can search and quickly navigate to the relevant sections within the form of exceptionally long pages.
3. The **Quicklinks** button has moved. Users will not see it on their dashboard, but if they navigate to **any** UA Vitae specific page via the navigation bar (displayed below), then the **Quicklinks** button will appear.

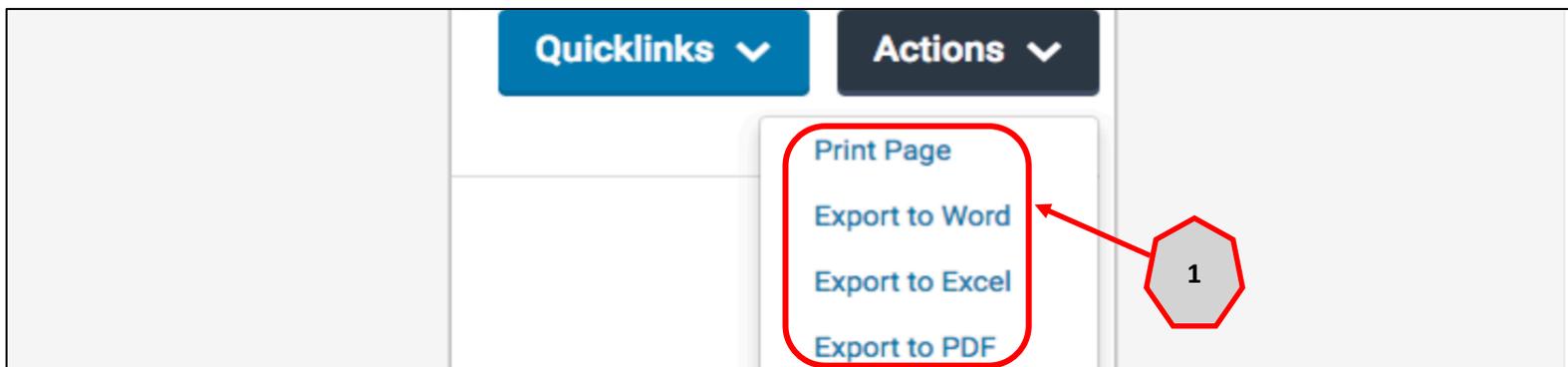


Figure 3: Export Options

1. The **Export** options will no longer appear as small buttons at the top of the reports page; the export options now have a new location under the **Actions** button.