Mobile Transition

CFS is going mobile. According to a study published by Smart Insights, mobile usage outpaces desktop usage by 9%.

CFS focused on desktop usage since its inception in 2011. As such, it used traditional menus and navigation. With the proliferation of mobile devices and increased mobile device usage, it only makes sense for CFS to become mobile friendly.

Beginning April 30th, CFS will move to a fluid design that will enable mobile friendliness. In the final phase of the transition, CFS will become completely mobile friendly and pleasing to the eye.

What to Expect

Overall, the CFS functionality remains the same. However, there are a few changes and additions with CFS Fluid design.

Changes

The primary change is the look, feel, and navigation are different. The changes are summarized as:

- My Favorites
- Navigation is different
- Menus have moved
- Search has a different look and feel

My Favorites

My Favorites will move to the NavBar. All your favorites will be preserved.
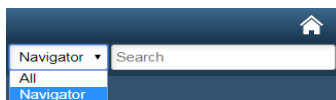
Navigation is different

You can navigate using tiles that you add to your home page. Alternatively, you will use the Navigator, which is located on the NavBar menu.

Menus have moved

The menus are located under Navigator. You can access the Navigator from the NavBar. Once the Navigator is opened, the menus will appear on the right and operate as before.

Search has a different look and feel

The Search feature looks different. However, it provides the same functionality.

In summary, they have moved some things around. The changes are not insurmountable, once you click the NavBar icon,

Additions

The Fluid Design adds new navigation capabilities and other features. The additions are summarized as:

- NavBar Icon
- Navigator
- Recent Places
- Add to feature
- Customizable Home Page and
- Classic Home
- Action Bar

NavBar

The NavBar icon opens the NavBar. The NavBar contains the Navigator, Recent Places, My Favorites, My Preferences, and the Classic Home icon.

Navigator

The Navigator essentially is your menu system. From the Navigator you can navigate to your applications, just like before.

Recent Places

Recent Places contains a list of links to the applications you used most recently.
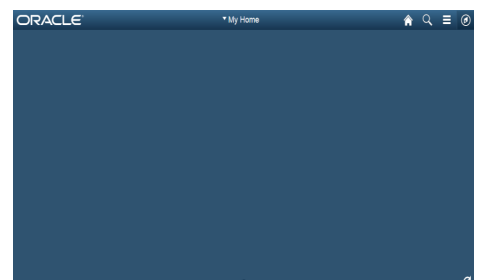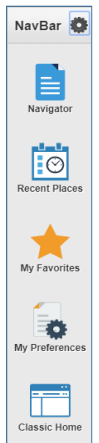
My Favorites

My Favorites are located on the NavBar. All your favorites will be preserved.

Add To

The Add To Feature allows you to add your applications to My Favorites, your Home Page, and the NavBar.

Home Page

When sign into CFS, you will see your home page. This may be blank, until you customize it. To navigate or locate the menu system, click the NavBar icon,

Primary Icons

Throughout CFS, the primary icons will be visible. The primary icons consist of Home, Search, Action, and NavBar icons.

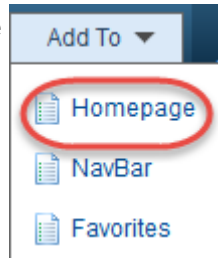| ICON	FUNCTION
Home	Returns you to the Landing page
Search	Opens the Search window
Action List	Opens a menu with My Preferences, Help, and Sign Out
NavBar	Opens the NavBar

Adding Tiles to Home Page

You can add tiles to your Home Page. To add a tile:

1. Navigate to the application

2. Click **Add To**

3. Click **Home Page**

4. Select the page shown or add a new home page

5. If adding a new page, type the new page name and click **Add**

6. Click **OK** to the confirmation message

7. To view your new tile, Click **Home**
   If necessary, click the down arrow to select the page you added.

GO Live Plan

The Go Live date is scheduled for **April 30th**. As such, CFS and the Finance Data Warehouse will be unavailable from *April 26-29*.

On April 30th, the fluid design will be in effect in CFS. Remember to use the NavBar icon to navigate to your desired applications.

Training

The ProCard training will be updated to reflect the navigation changes. Information regarding the new navigation will be distributed to all affected parties.

Technical Support

The procedure for getting support remains unchanged. If you encounter any problems with CFS or the Finance Data Warehouse, please contact the Help Desk at (661) 654-2307.

Future Enhancements

This update is the first phase of CFS going mobile. In the Phase 2, additional functionality will be added. You will be able to create up to 9 home pages with up to 9 tiles per page.

You can even share your tiles with others. Additionally, Phase 2 will enable the creation and usage of role-based home pages.

Lastly, Phase 2 will eliminate the Classic Home option. The breadcrumbs used for navigation will be removed.

Key information

April 26-29

- No access to CFS or the Finance Data Warehouse

April 30th

- New look and Feel
- Use Nav Bar icon to navigate
- Favorites will be preserved

Campus Training

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