Lesson 2 : SHARP Home Page

Scenario

In the previous lesson, you learned how to sign in and out of SHARP. In this lesson, follow along as the SHARP trainer, Hall, shows the newly hired Payroll Processer, Kelly, the layout of the SHARP Home page.



Hall



Kelly

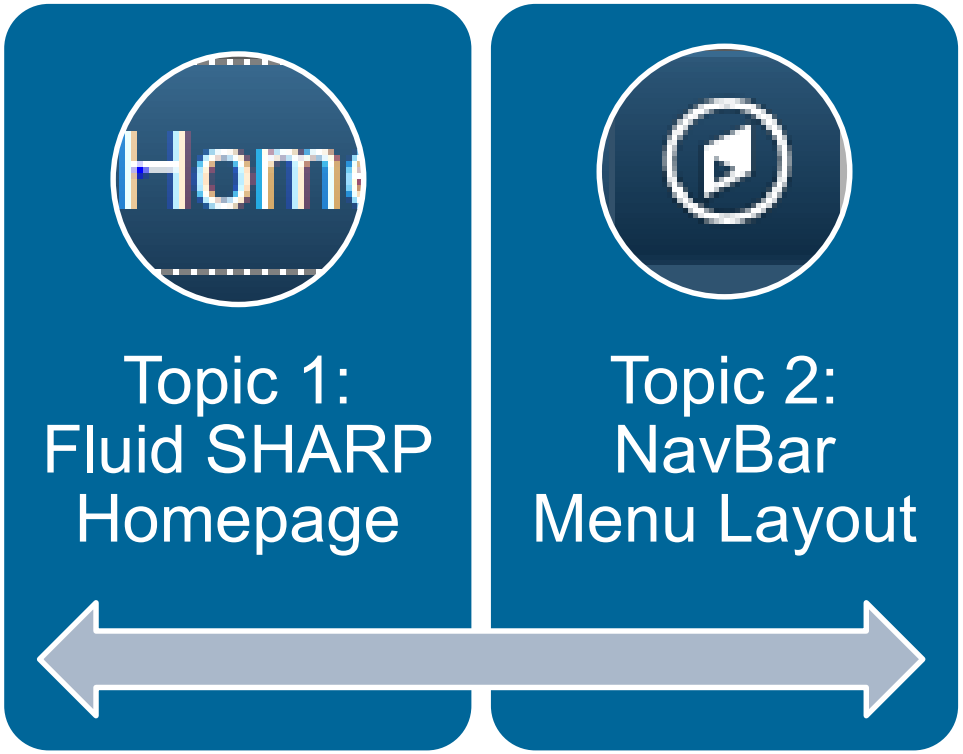
Lesson Objective

After completing this lesson, you will be able to:

- Navigate to individual pages in SHARP
- Return to the home page from any page in SHARP
- Access your worklist
- Access your Favorites list

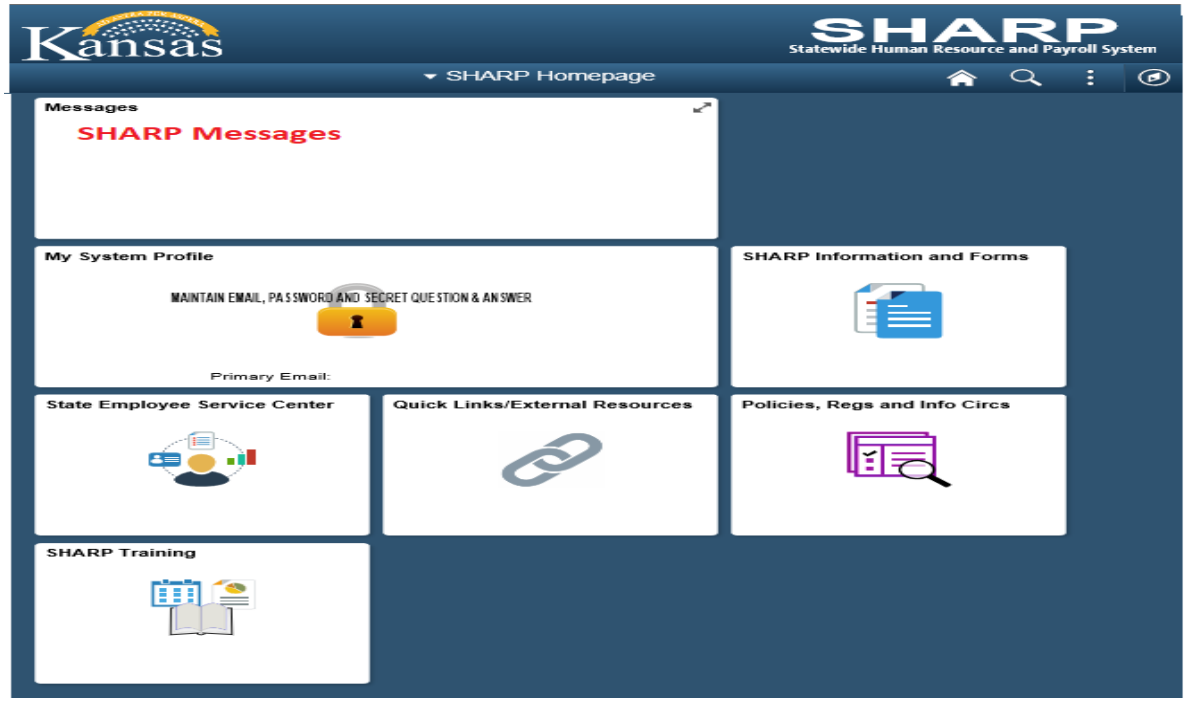
Lesson Topics

In this lesson you will learn about the following topics. Click Home (at the lower left corner) at any time to return to this menu. Click each topic name to navigate to that topic.



Lesson 2 : SHARP Home Page

Fluid SHARP Homepage- 1



Logging into SHARP there are four Fluid homepages; **SHARP Homepage**, **Payroll** Homepage, **Time and Labor** Homepage and the **Workforce Administration** Homepage. Click on the drop down arrow on the **SHARP Homepage** to access the other homepages. The security access will determine if **Payroll, Time and Labor** and **Workforce Administration** Homepages are visible and also which tiles within each homepage are visible.

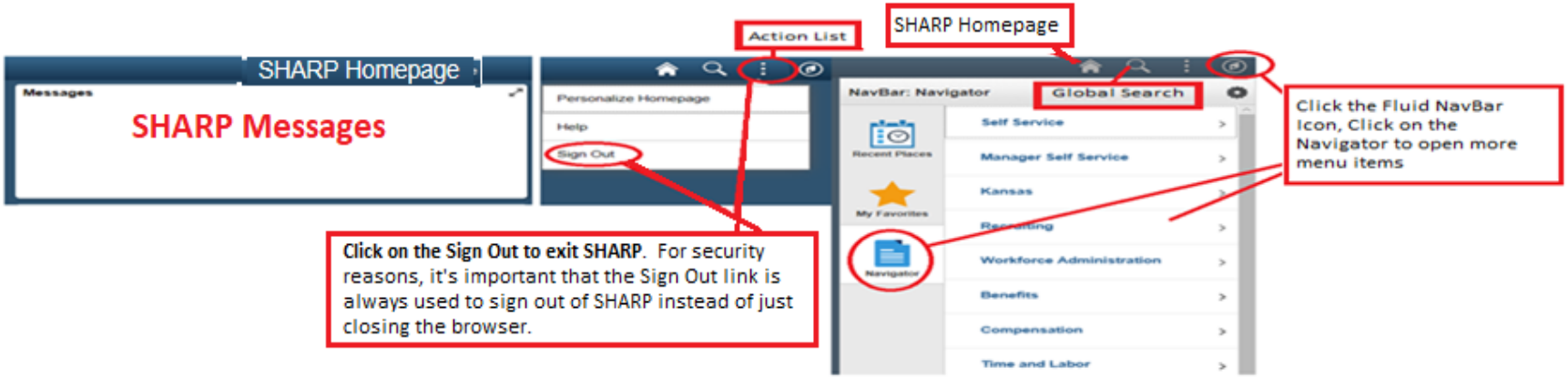
Lesson 2 : SHARP Home Page

Fluid SHARP Homepage- cont



Lesson 2 : SHARP Home Page

Menu Layout - 2



The activity bar will show on each homepage.

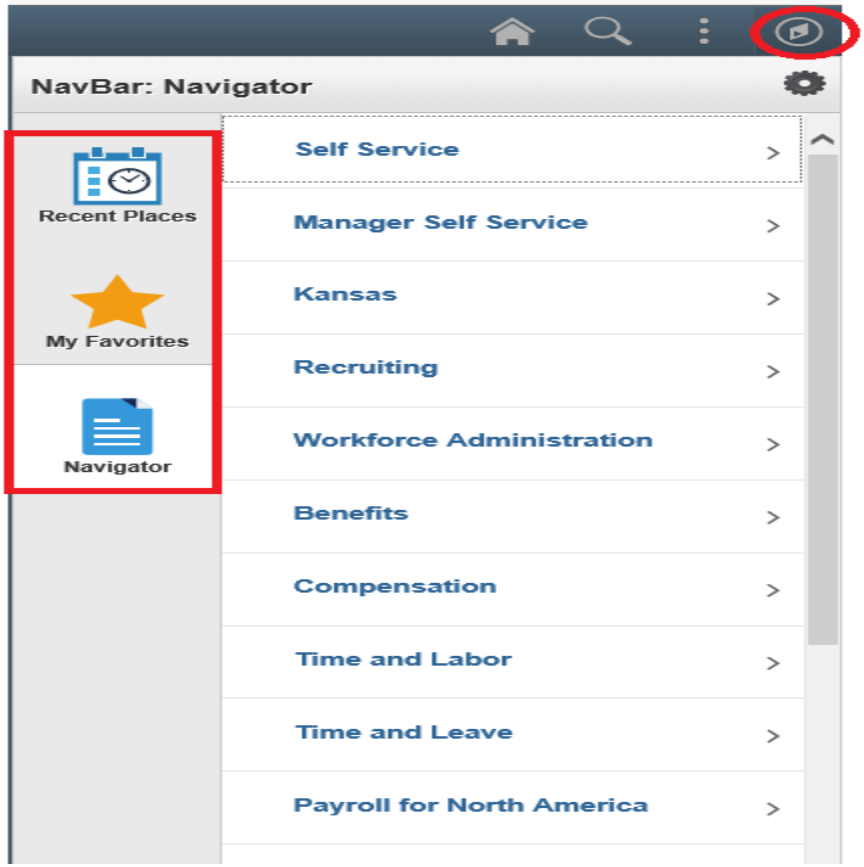
SHARP Homepage: click to go to SHARP Homepage

Global Search: provides a way to search across all indexes

Action List: Help and Sign out

NavBar: Access tiles; Recent Places, My Favorites and Navigator

Menu Layout - 3



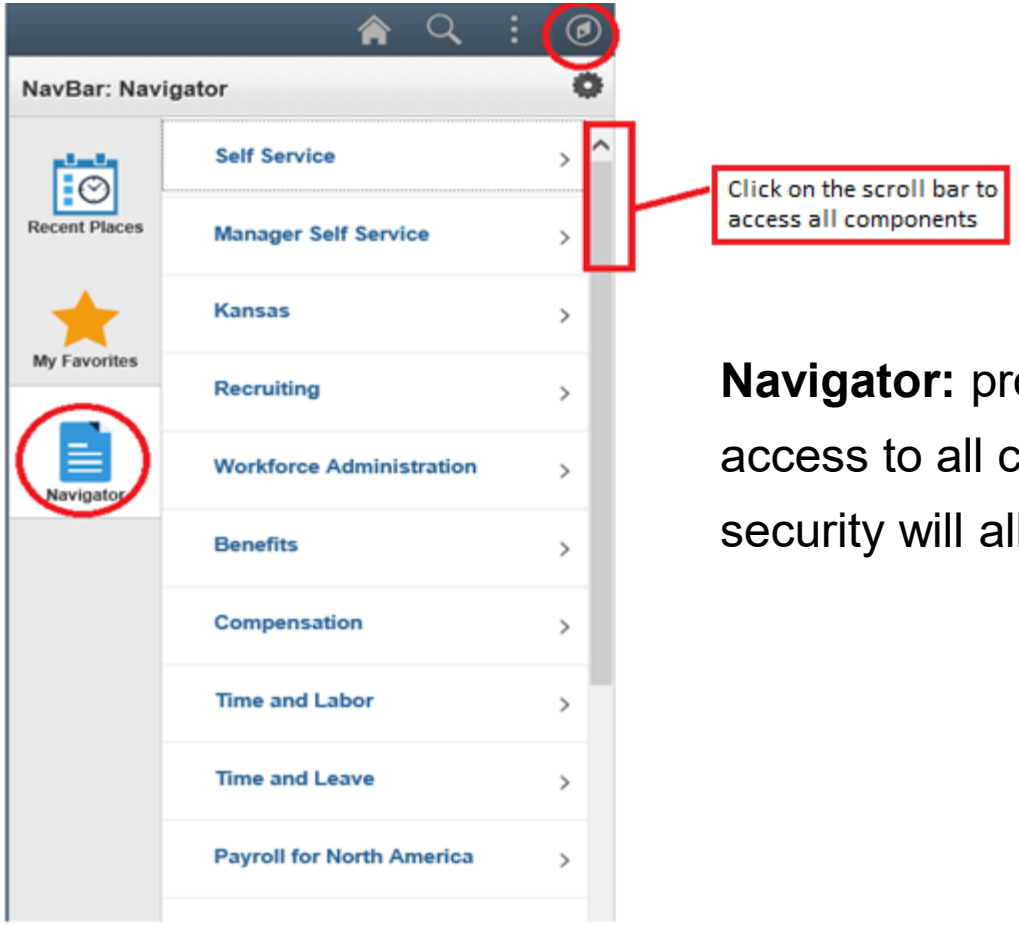
Click on the **NavBar** icon, to access tiles**;**

Recent Places: will show recent activities**.**

My Favorites: for frequently used components**.**

Navigator: navigation to all components of SHARP.

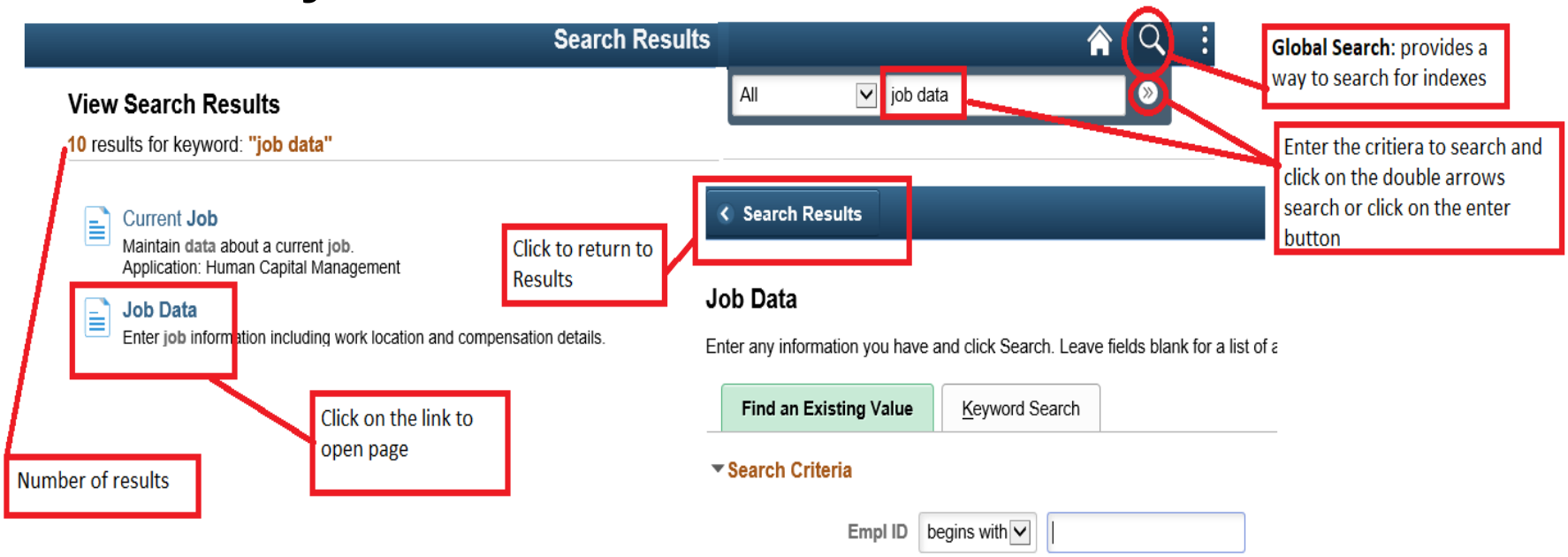
Menu Layout - 4



Navigator: provides navigation access to all components that security will allow access to.

Lesson 2 : SHARP Home Page

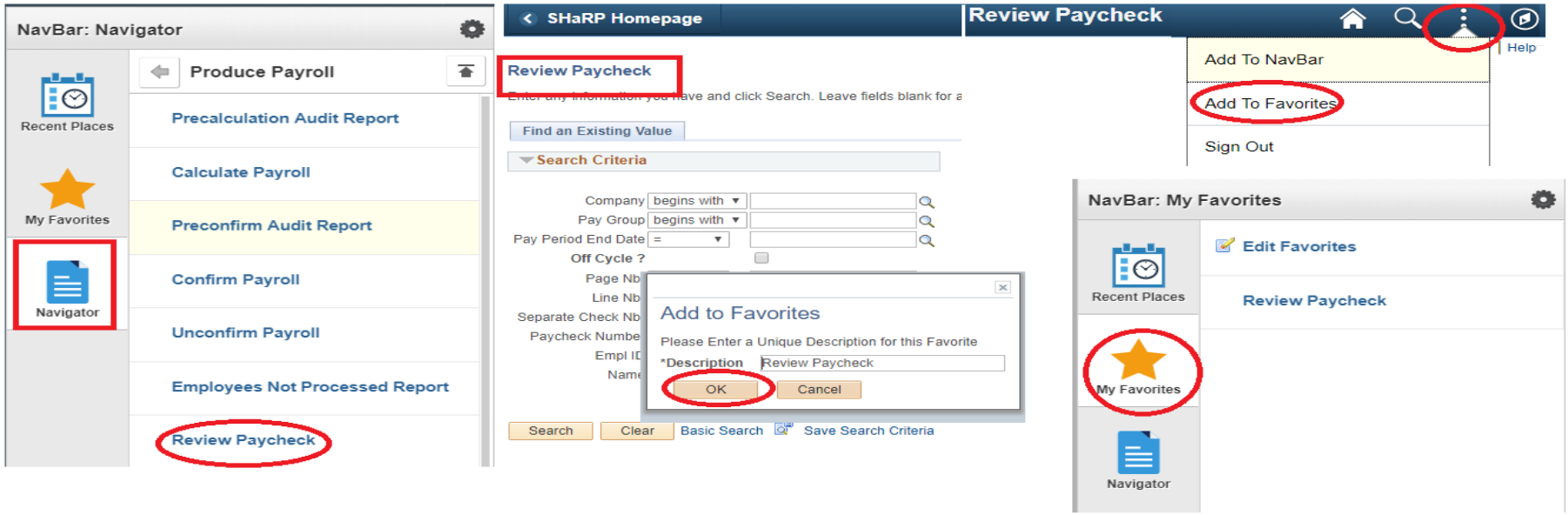
Menu Layout - 5



Click on the **Global Search** icon to search for pages such as entering a key word (Job Data) or phrase and the search index will generate matching entries

Lesson 2 : SHARP Home Page

Favorites

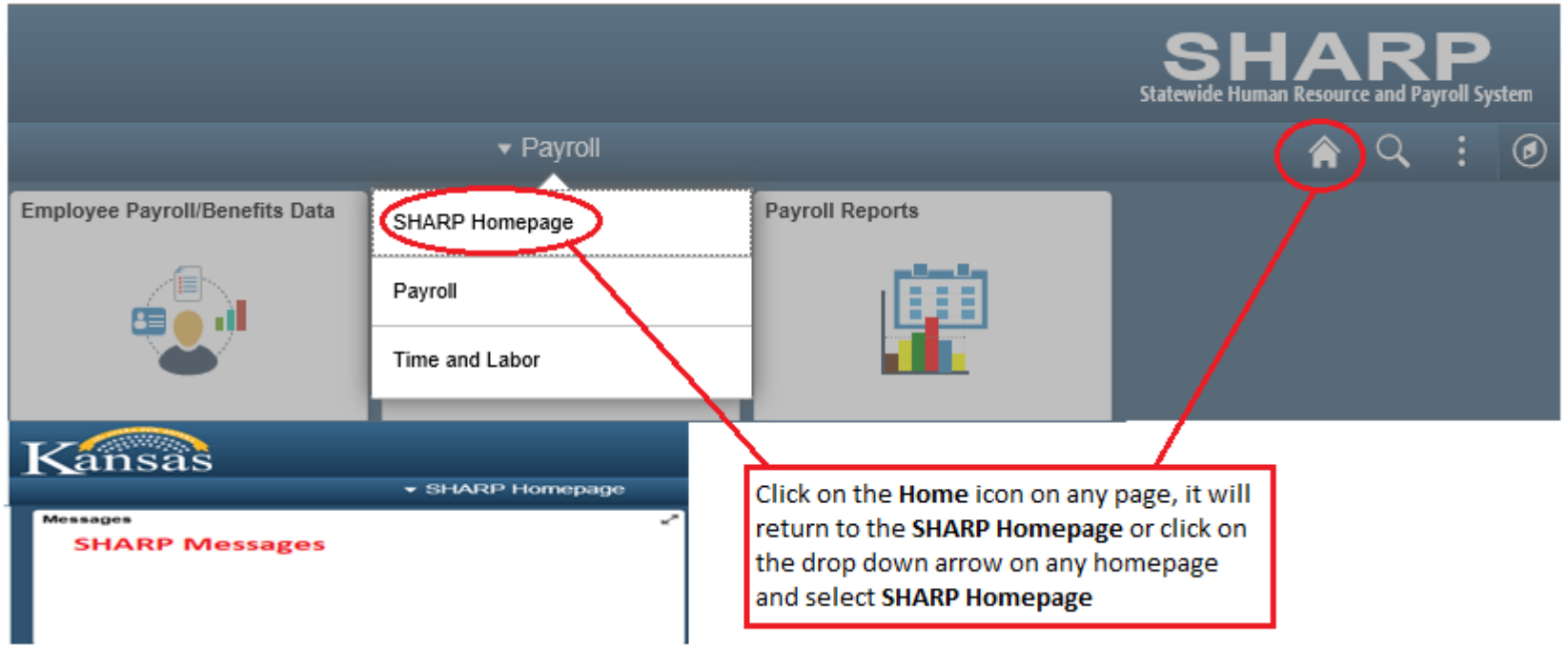


Click on **Navigator**, select the Page, click on the **Actions List** icon> select Add to Favorites> Message **Add to Favorites**> click **OK**

Located on the **NavBar Navigator**, click on **My Favorite** icon to retrieve the Favorite pages.

Lesson 2 : SHARP Home Page

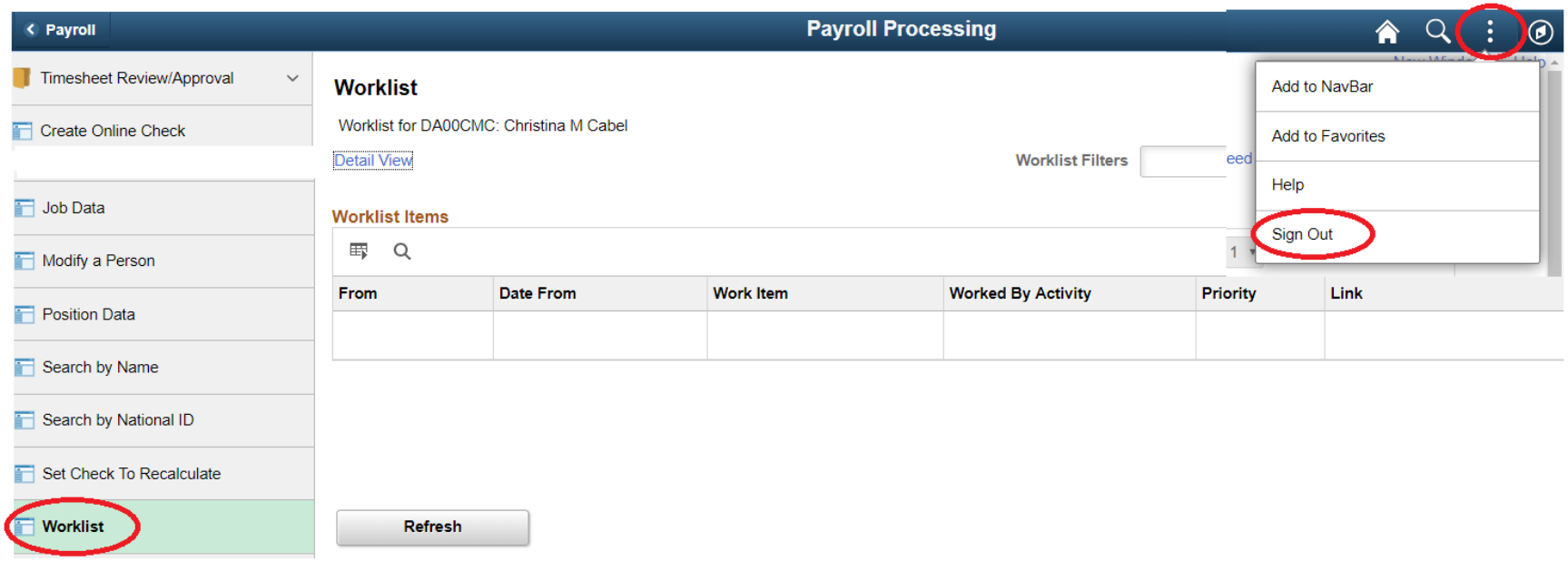
Main Menu and Home



Click on Home icon on any page to return to the **SHARP Homepage.**

Lesson 2 : SHARP Home Page

Worklist and Sign Out

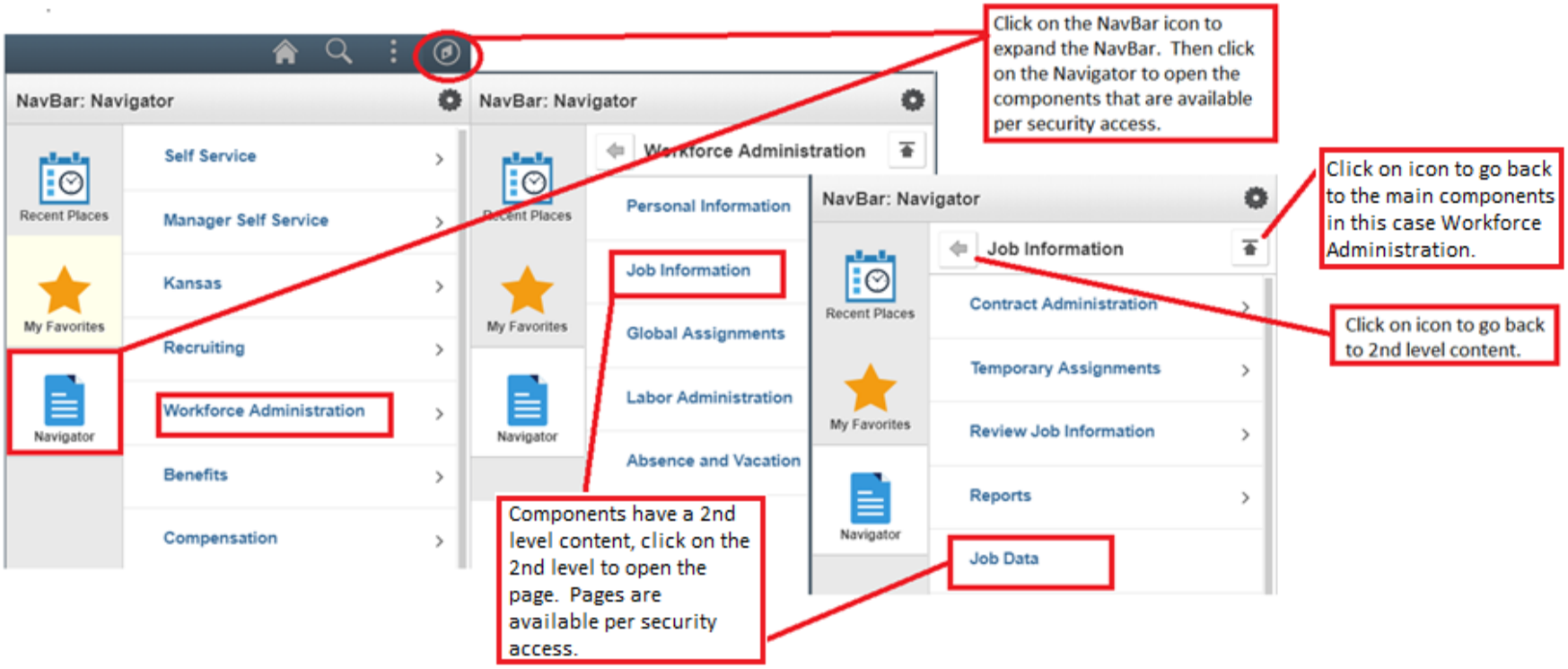


Worklist: According to the security access there will be a list of tasks that action is needed.

Fluid Location: **SHARP Homepage** click the drop down arrow to select **Payroll** Homepage to select **Payroll Processing** tile>**Worklist**

Sign Out: Click on the **Action list** icon (located on the top right corner)

Fluid NavBar and Navigator



The **Navigator** is not intended to be the primary use of Fluid navigation. The **Navigator** supports the legacy hierarchical navigation to the Classic components.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the lesson material. After you read the question, make your selection, After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



True or False? The NavBar icon can only be found on the SMART Home Page.

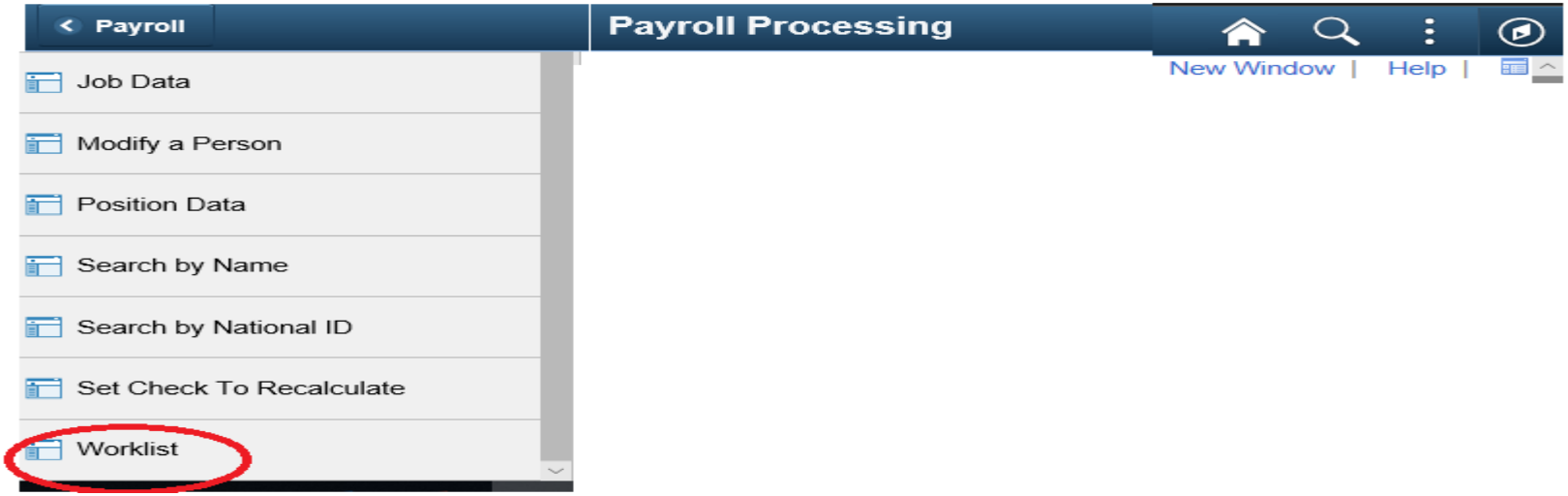
- True
- False

The correct answer is False –
The NavBar icon is located at the top of every page in SHARP.



Lesson Checkpoint

I have an approver role in SHARP. Clink the link below that will take me to a summary of items that are awaiting my action.



The correct answer is Worklist –
Worklist is where you can find items await your action.

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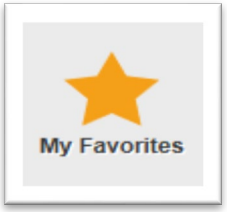
Rollover for the previous slide



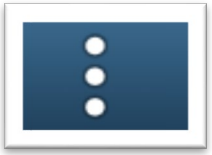
Click the **NavBar** to access NavBar icons such as: Recent Places, My Favorites and Navigator



Click **Home** icon to return to the SHARP Home page from any page.



Click **My Favorites t**o use a bookmark



The **Action List** contains system level actions such as; Add to Favorites, Add to NavBar and Sign Out

In this lesson, I walked you through the SHARP Home page layout, Favorites, and other links. On the left are the summary of key concepts.



Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.

