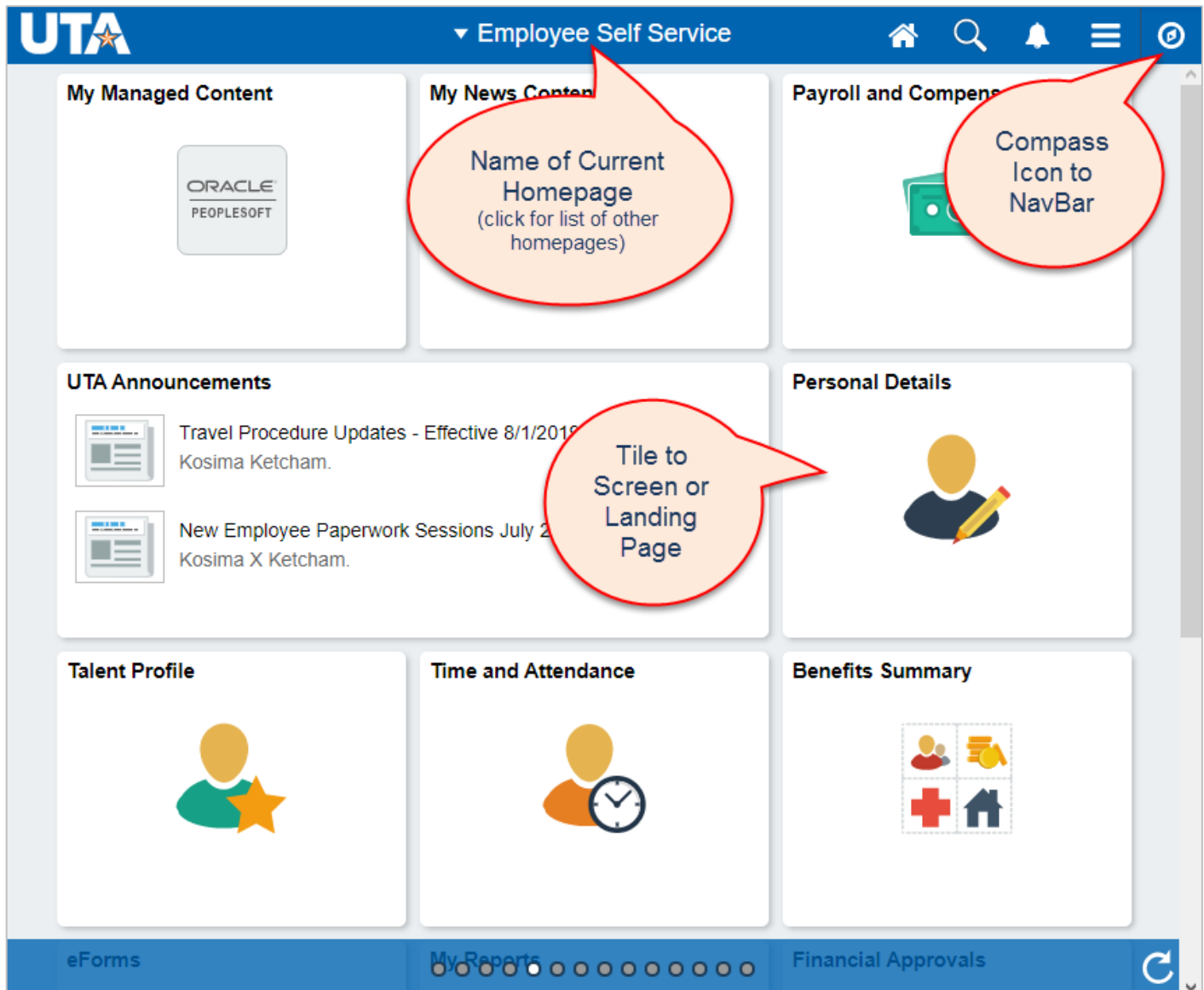


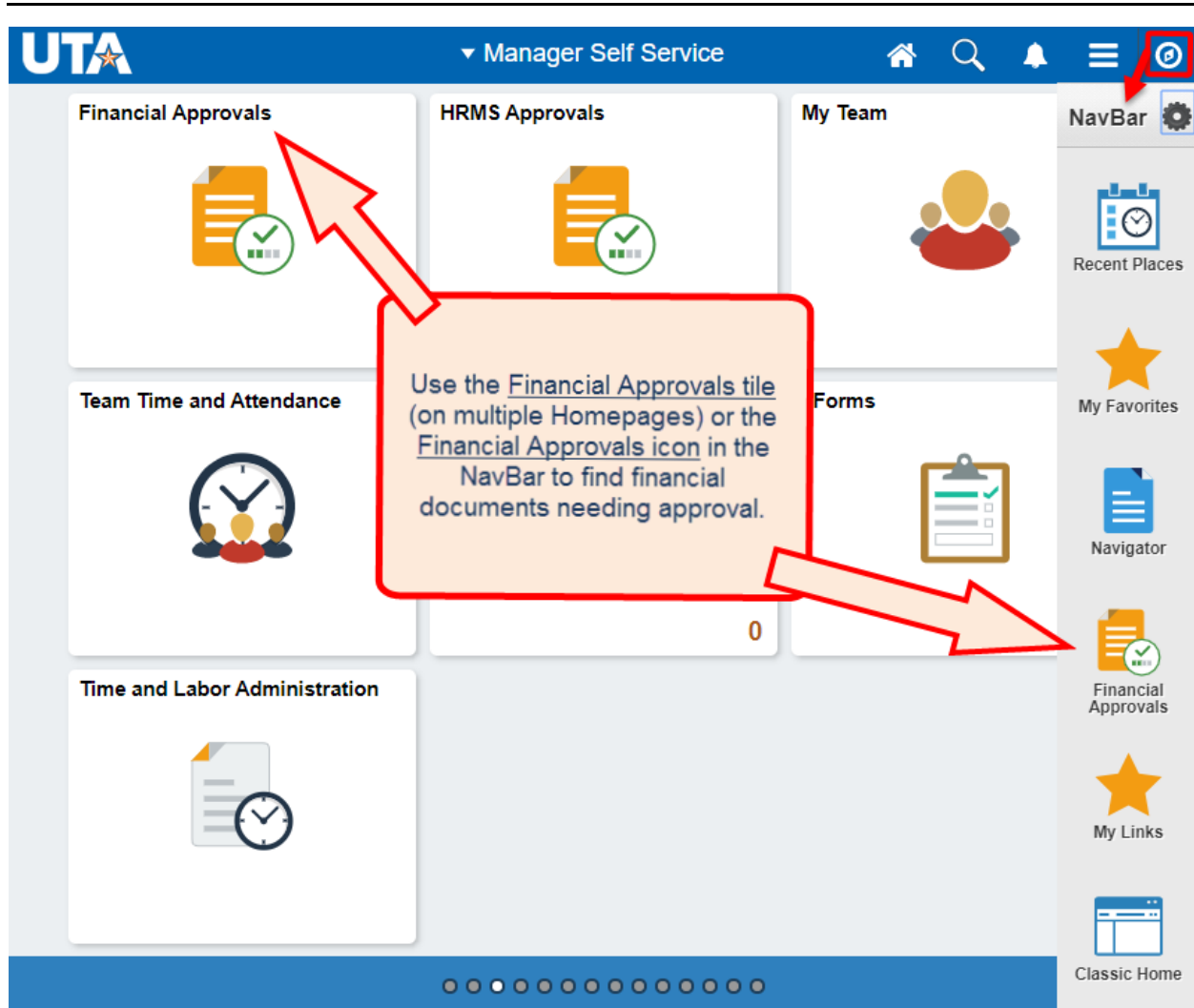
Helpful Hints for the UTShare Fluid Navigation Upgrade

The purpose of this document is to list helpful tips for using UTShare after the Fluid Upgrade is implemented on December 9, 2019. For further details, see the Fluid Navigation Job Aid.

The Business Technology Services Help Desk is available by phone (817-272-2155) and email (batraining@uta.edu) for support.

UTSHARE WITH FLUID NAVIGATION





Navigation to Screens

Can use either Homepages and tiles, or the Navigator in the NavBar

- Homepages display upon login. A list of Homepages available to a user can be found by clicking the name of the Homepage in the top blue banner.
- The Navigator is found in the NavBar (compass icon) and contains the menu pathways to which the user has access.

Favorites List

A user's current Favorites will be found under My Links in the NavBar. Any Favorites added after the upgrade will be found under My Favorites.

Accessing Document Approvals

There is no Worklist link in Fluid. Document Approvers must use the Financial Approvals tile to approve Financial documents and navigate to the eForm screen to approve eForms.