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Overview

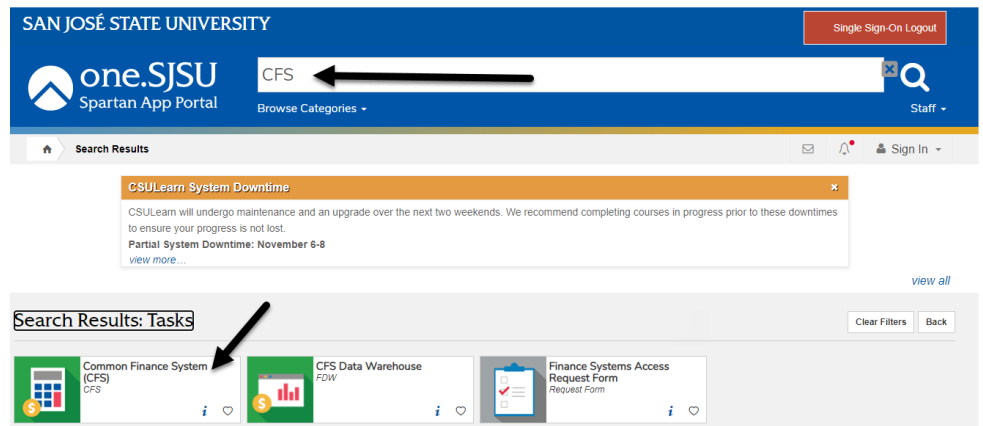
This guide will demonstrate how to use the Fluid Interface NavBar feature to navigate to modules and panels within CFS.

CFS access is granted to employees who have completed the required Finance training and completed the Finance Systems Access Request form. Please refer to [Finance Training and Tutorials](#) for more information.

If there are any questions, please contact Finance Support at financeconnect@sjsu.edu or at 408-924-1558.

Log into CFS

1. Go to [One.SJSU](https://one.sjsu.edu/) (<https://one.sjsu.edu/>)
2. Enter **CFS** in the search field and click the magnifying glass.
3. Results display. Click on the **Common Finance System (CFS)** tile.

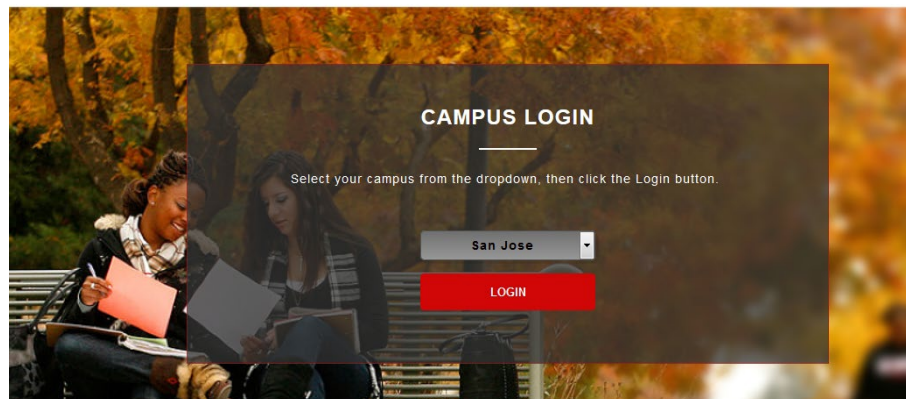


The **CSU The California State University** page displays.

4. In the **Campus** field, select San Jose State University from the drop down menu.

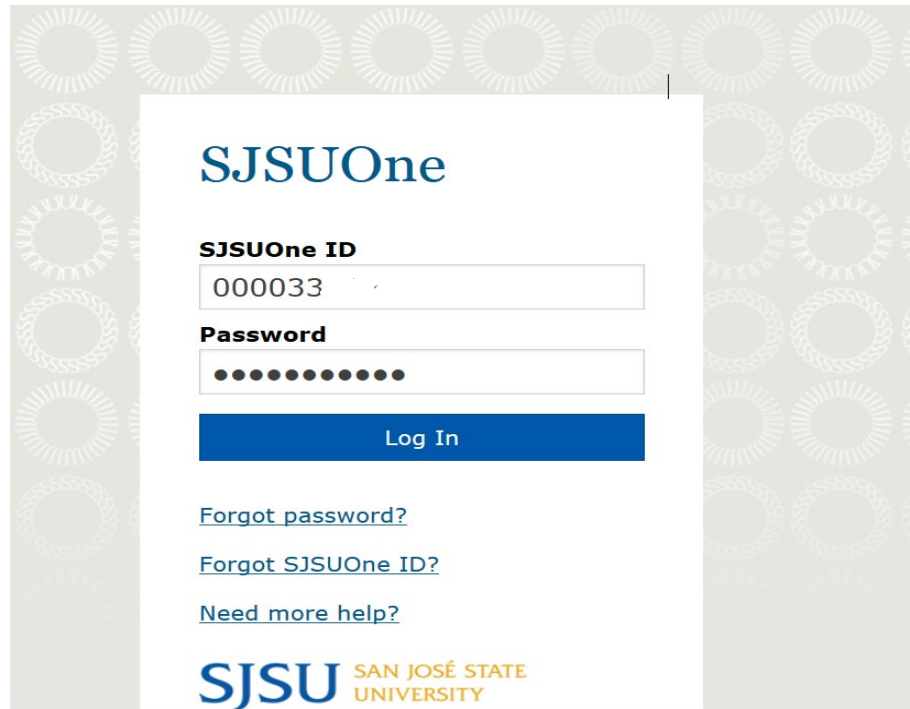
Tip: Hit the **S** key five times to get to San Jose State.

5. Click **Login** button.



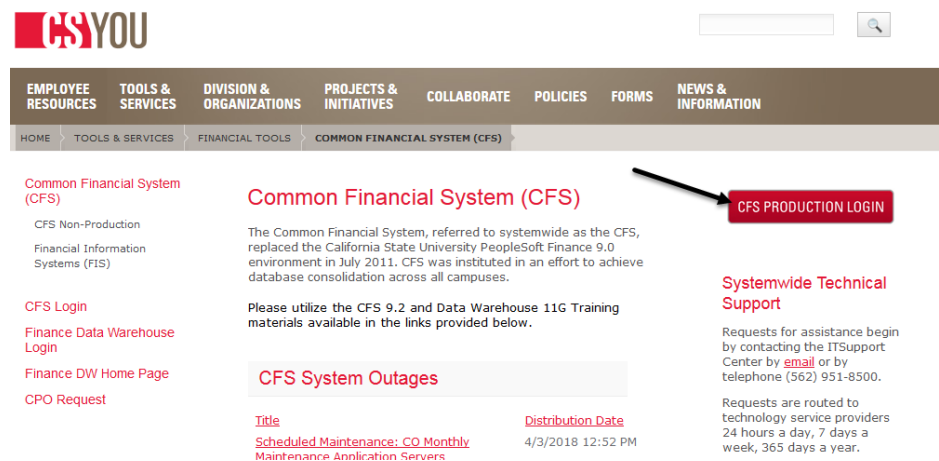
The **SJSUOne** login page displays.

6. Enter your **SJSUOne ID** and **Password**.
7. Click **Log In** button.



CSYOU page displays.

8. Click the **CFS Production Login** button.




The **CFS 9.2 Oracle Homepage** displays.

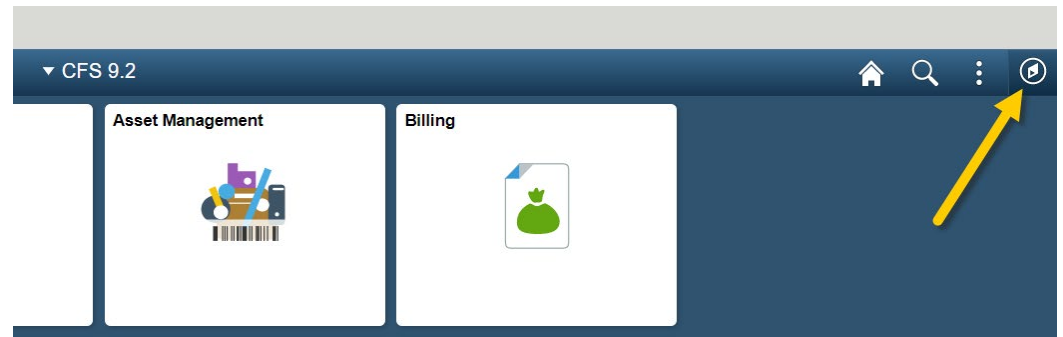


NavBar Menu

The NavBar menu offers various ways users can navigate to modules they have access to in CFS.

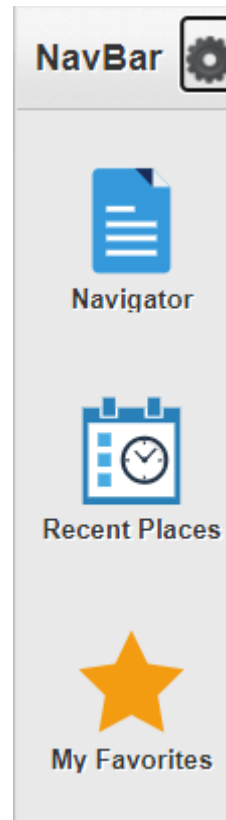
1. Click the **NavBar** icon

 at the top right in the homepage to begin your navigation.



NavBar tiles display in the menu. The ones that are frequently used to navigate in CFS are:

- **Navigator**
- **Recent Places**
- **My Favorites**



I. Navigator



Navigator

The **Navigator** tile will display the CFS modules the user has access to. Click on a module to begin navigation.

Figure 1: In this example, we are going to navigate within the CSU ProCard module to Use & Inquiry to ProCard Adjustments.

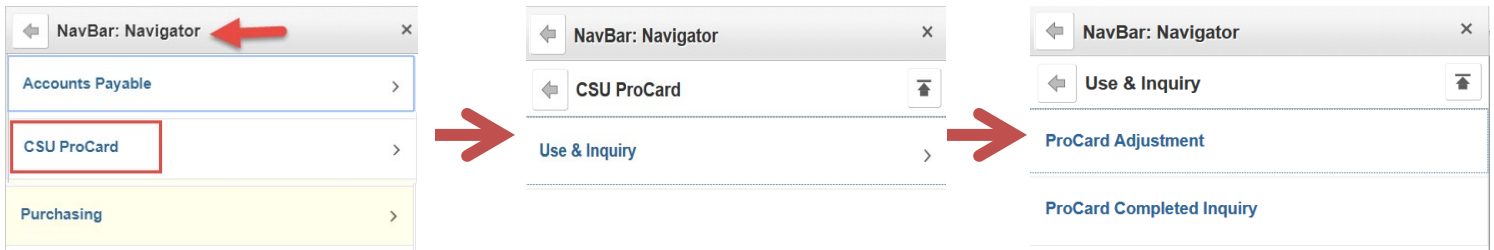



Figure 2: To return to the previous level in the module, click the  **Back** button for the current level. In this example, user is moving from Use & Inquiry, back to CSU ProCard and back to NavBar: Navigator

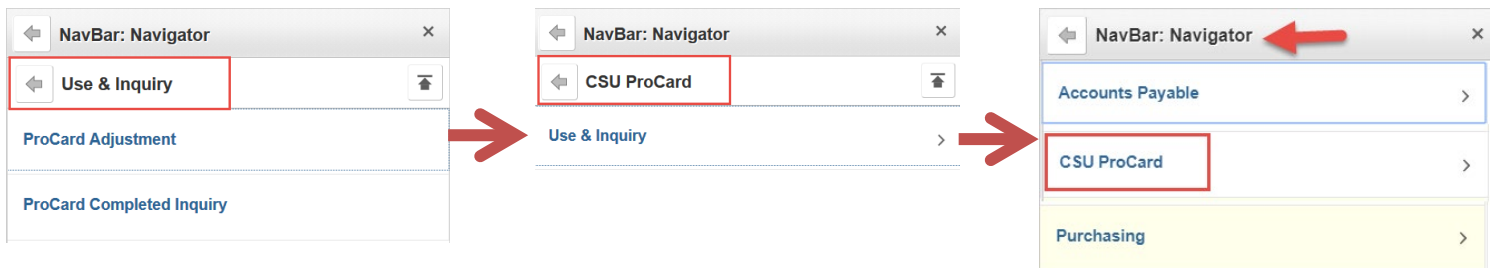


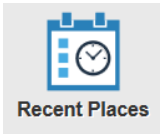
Figure 3: Another option for users is to click the



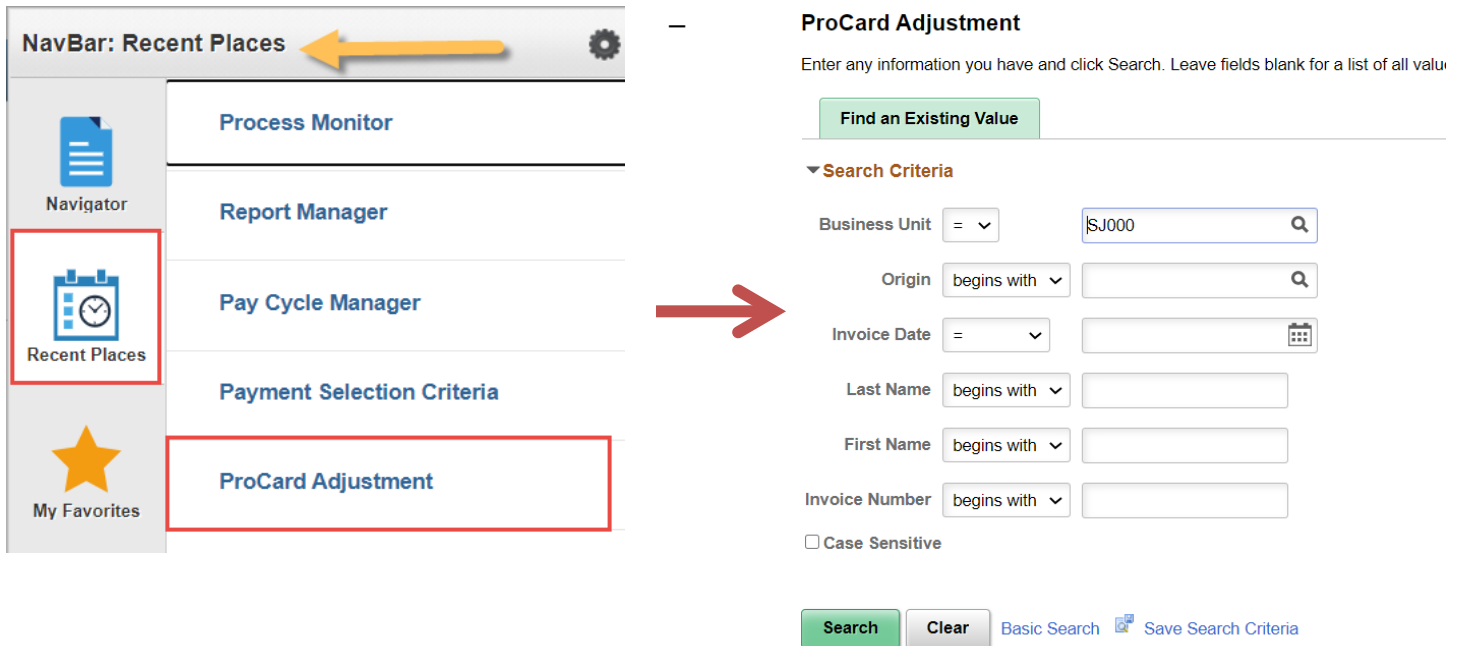
Main Navigator button to return to the main Navigator menu.



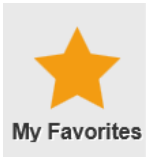
II. Recent Places



The **Recent Places** tile presents a list of the last five modules/panels visited. Select a module/panel to navigate to location.



III. My Favorites

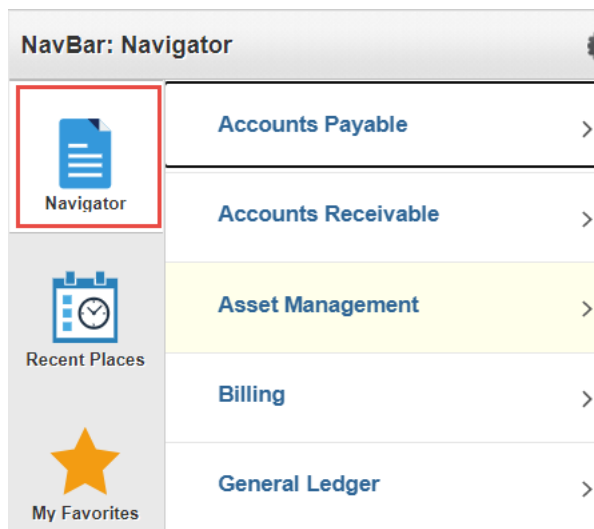


The **My Favorites** tile stores modules/panels that the user has marked as a favorite.

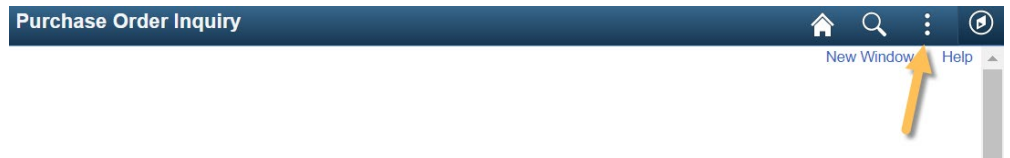
a. Add My Favorites

Panels can be added to your Favorites menu.

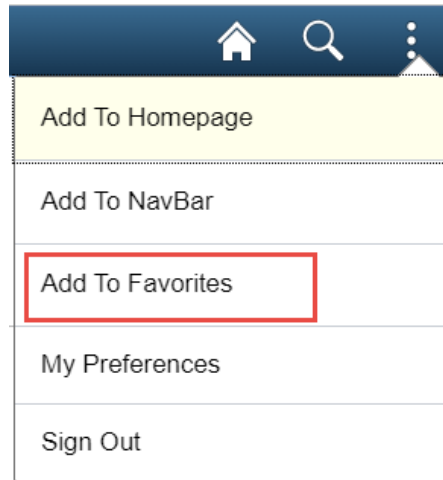
1. Navigate to desired panel using from the **NavBar: Navigation**.



2. Once you reach the desired panel, click on **3-Dot** icon.



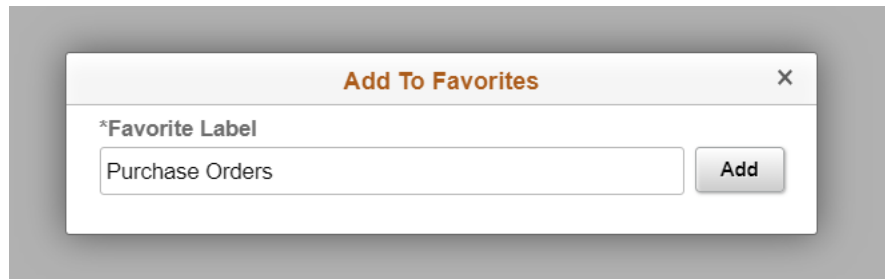
3. Select **Add To Favorites**.



Add To Favorites window displays.

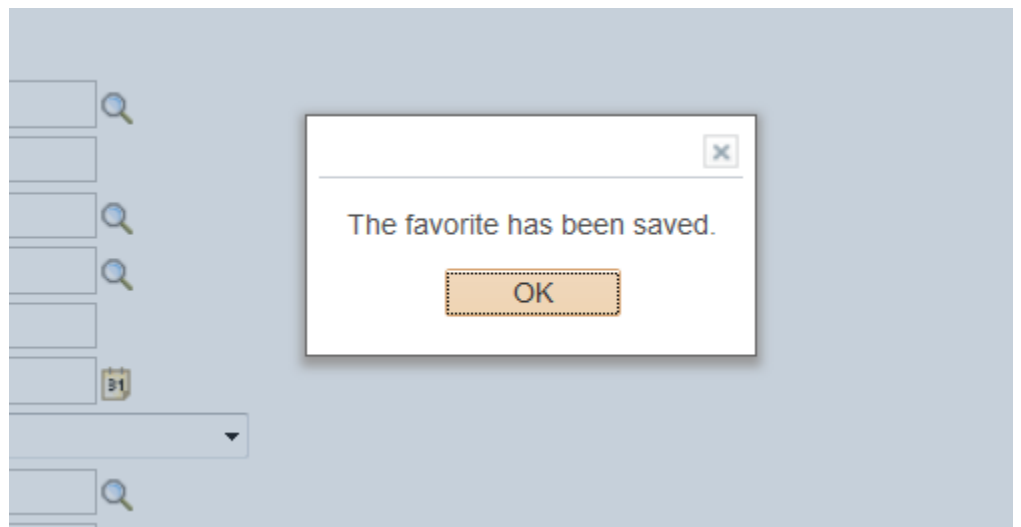
4. The system assigned name for panel displays. User can rename it to make it more informative.

5. Click **Add** to complete addition.



Confirmation that panel has been saved to **My Favorites** displays.

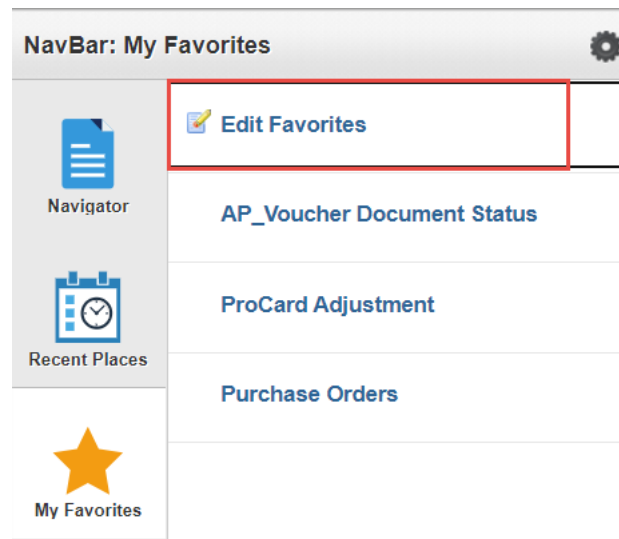
6. Click **OK**.



b. Edit Favorites

Items in **My Favorites** can be renamed or deleted.

1. From NavBar, go to **My Favorites**.
2. In My Favorites, click on **Edit Favorites**.



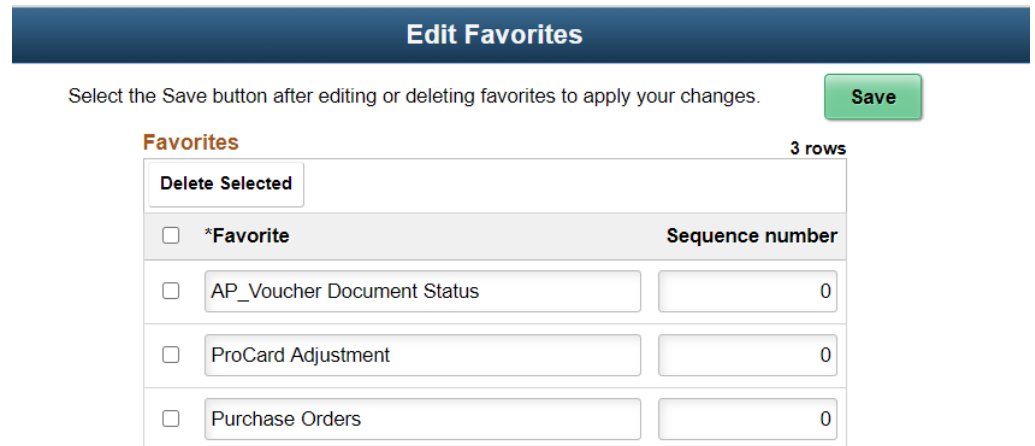
Edit Favorites panel displays.

3. User can rename a favorite by entering new name in the field for favorite.

or

To delete a favorite, check the box to the left of the favorite and then click on the **Delete Selected** button.

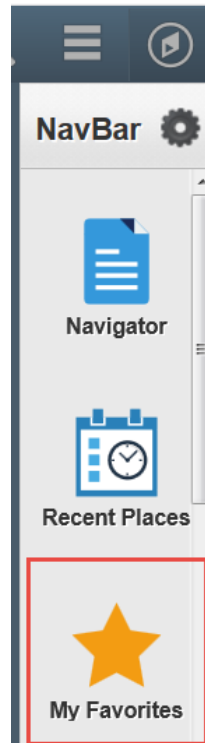
4. Click **Save** to complete the edit.



c. View/Use Favorites

To view or navigate to a panel using My Favorites, return to **NavBar**.

1. Click the **My Favorites** tile.



My Favorites menu displays with list of saved panels.

2. Select a favorite from list to quickly navigate to the panel.

