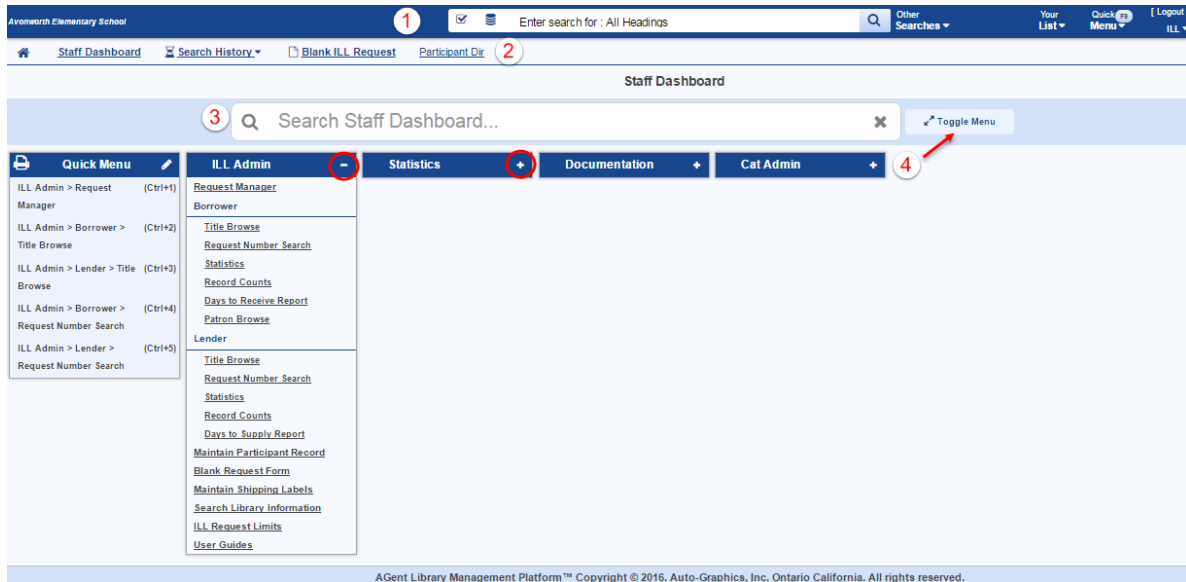# Access PA SHAREit: Navigation

SHAREit display and navigation are designed to be responsive and scalable so it can be used effectively on smaller screens like tablets.

Staff Dashboard

The Staff Dashboard is displayed after logging into SHAREit:

1. The dark blue header is always available includes:
   - Your library name
   - A search box with options to select a search index and resources
   - Other Searches for Advanced Search, Browse Search, Reading Level, and Kids Catalog
   - Your List
   - Quick Menu
   - Logout
   - ILL menu (My Account): Your Settings, Search History and Your List
   Due to scaling for smaller screens, the header icons change to adjust to compressed displays.

2. The banner below the header includes the Home icon (to return to the opening splash screen) and links to the Staff Dashboard, Search History, the Blank ILL Request form, and the Participant Directory. It is available from the Home screen, the Staff Dashboard, and search screens.

3. A Search Staff Dashboard field to search the section headings and function name.

4. Menus provide access to each functional area. The ILL Admin menu is expanded by default. Use the +/- signs in the section header to expand/collapse that menu, or use the Toggle Menu button to expand / collapse all menus (except the Quick Menu, which remains open).

The Staff Dashboard can be accessed from any screen using Ctrl+B, by selecting it from the Quick Menu in the header, or by selecting the Staff Dashboard link in the banner (when available).

Header Functions

The header is always available, but the text and icons may be different in normal and compressed views.

Normal display:

1. Use the **Search Box** to search the database using the default index of All Headings, enter a search term in the field and click the magnifying glass to start the search.

2. Select the **Index** menu icon to select a different index from the list.
   - The selected index will be entered in the search box so you'll always know which index is being searched.
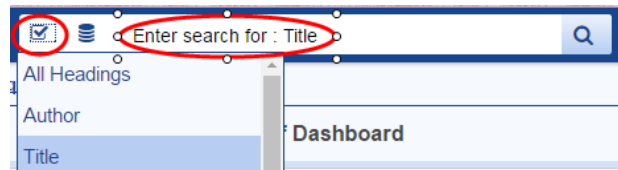
3. Click the **Choose Resources** icon to view available resources.
   - Currently, the only available resource is the Access PA Union Catalog.

4. Select **Other Searches** to open the menu for Advanced Search, Browse Search, Reading Level and the Kids Catalog.
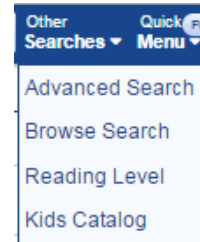
5. **Your List** is available in the header and in My Account (the ILL menu).

6. The **Quick Menu** can be customized by each library (login) for easy access to frequently used functions.

7. The **Logout** and **ILL menu** (My Account) options.
   - Select Logout to exit SHAREit. In compressed views, Logout is only available on the ILL menu.
   - The ILL menu (My Account) includes a link to Home (opening splash screen), Your Settings, Search History, Your List and Log Out.

Compressed view examples:

1. Other Searches
2. Your List
3. Quick Menu
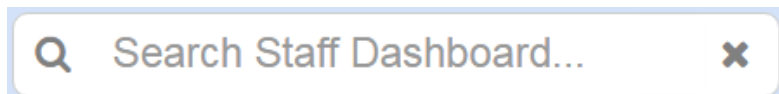4. ILL menu (My Account); use for Logout
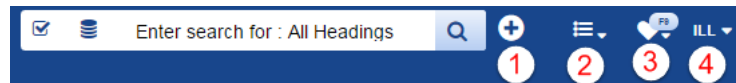
In some views, the display is compressed even more and Your List is only available from the ILL menu:
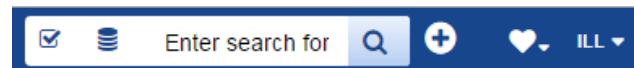
Staff Dashboard Menus

Select a staff function from the available Staff Dashboard menus to open it, or use the search box.
- Search Staff Dashboard searches the section headings and the menu function names.


Functions open in modal, or pop-up, windows using the full screen.

Breadcrumbs display above the staff pages and will open a dropdown menu that allow a staff user to easily navigate to other functions in that menu or a submenu.

In this example:
- The menu arrow next to Request Manager was selected to open the ILL Admin menu
- The Lender submenu was then selected for access to those functions.
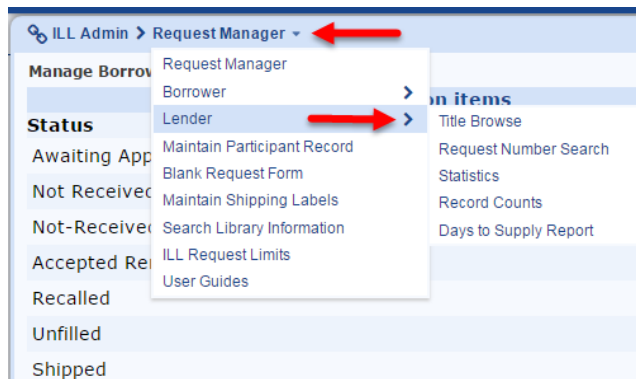
Select any function from a menu or submenu to navigate to that function.

Four navigation icons are available in the upper right of the staff pages:

- **Home**: allows you to go back to the top level staff screen. For instance, if you start at Request Manager and click down through some specific request screens, this click will take you directly back to Request Manager, without having to go back out to the Dashboard first.
- **Refresh**: allows you to refresh the screen you are currently viewing.
- **Print**: This is a "print screen" button that can be used as a quick print for some of the shorter screens that don't already have their own *Format to Print* button. Note that this only prints what is on the screen (similar to a CTRL-P command); it will not print an entire page, if there is scrolling involved.
- **Close**: returns to the Staff Dashboard.

NOTE: The Documentation menu options and User Guides linked from the Staff Dashboard menus are vendor-supplied documentation. They are not specific to the Access PA SHAREit system and include references to functions not available to Access PA libraries. Please refer to the Access PA Catalog and ILL System documentation for specific procedures.
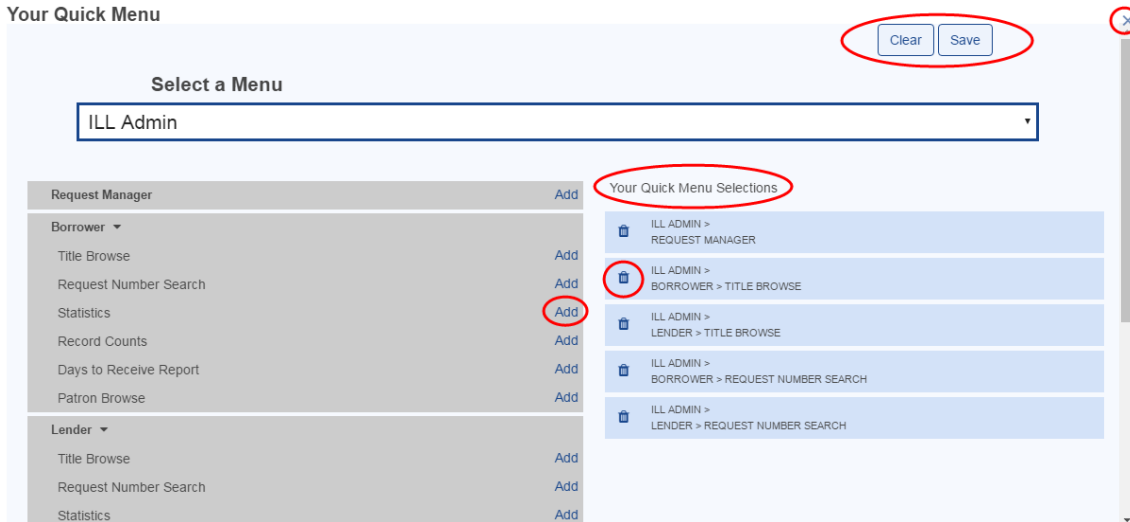
Quick Menu
To move easily between frequently used functions without returning to the Staff Dashboard to select each new function, create a Quick Menu.

Creating a Quick Menu
Select the edit icon in the Quick Menu header on the Staff
Dashboard to open Your Quick Menu editor.

ILL Admin is the default menu displayed on the left. **Your Quick Menu Selections** are on the right.
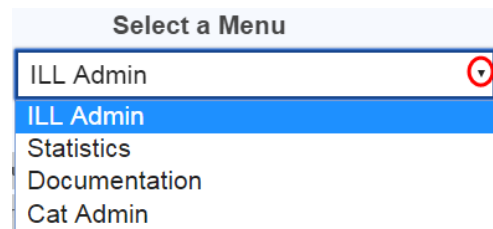

In **Your Quick Menu Selections**, click the trash can to delete infrequently-used functions from Your Quick
Menu Selections.

From the left menu, select the **Add** link to add frequently used functions to Your Quick Menu Selections.

To add functions from as different menu, such as Reports
and Downloads from the Statistics menu, click in the Select a
Menu field and select a different menu:

- The Documentation is vendor-supplied*, and is not
  specific to Access PA*.

Click the **Save** button (in the upper right or lower right) to save your changes.
Click the **Clear** button (in the upper right or lower right) to clear your current Quick Menu Selections.
Click the **X** in the upper right to return to the Staff Dashboard without saving your changes.

A maximum of ten functions can be added to the Quick Menu.

Functions that you may wish to have on your Quick Menu are:
- Request Manager
- Maintain Shipping Labels
- Search Library Information
- Maintain Participant Record

Using the Quick Menu
On the Staff Dashboard, your Quick Menu functions can be selected without the need to find them in the individual menus.

Your Quick Menu selections are assigned shortcut keys.
- In this example, Ctrl+2 will open Maintain Shipping Labels.
- Note that the shortcut key numbers are based upon the order in which they are listed. A Quick Menu can have a maximum of ten functions, numbered 1-0.

You can also access Your Quick Menu by selecting its icon in the header, or by using the F9 key on your keyboard, eliminating the need to return to the Staff Dashboard to move to a different function.

When selected from the header, the Quick Menu includes:

Recent Staff Menus
- The most recently used functions, up to three, are listed first
- Select a function to return to it or use its assigned keyboard shortcut.
- Use the shortcut Ctrl+L to return to the last function used. If a specific request was open in the Request Manager, Ctrl+L will return to that populated screen.

Your Quick Menu
- The menu, selected function, and assigned shortcut key
- Your selections are listed and numbered in the order in which they are added on the Quick Menu editor.

Staff Menu Dashboard
- Use Ctrl+B from any screen to return to the Staff Menu Dashboard.