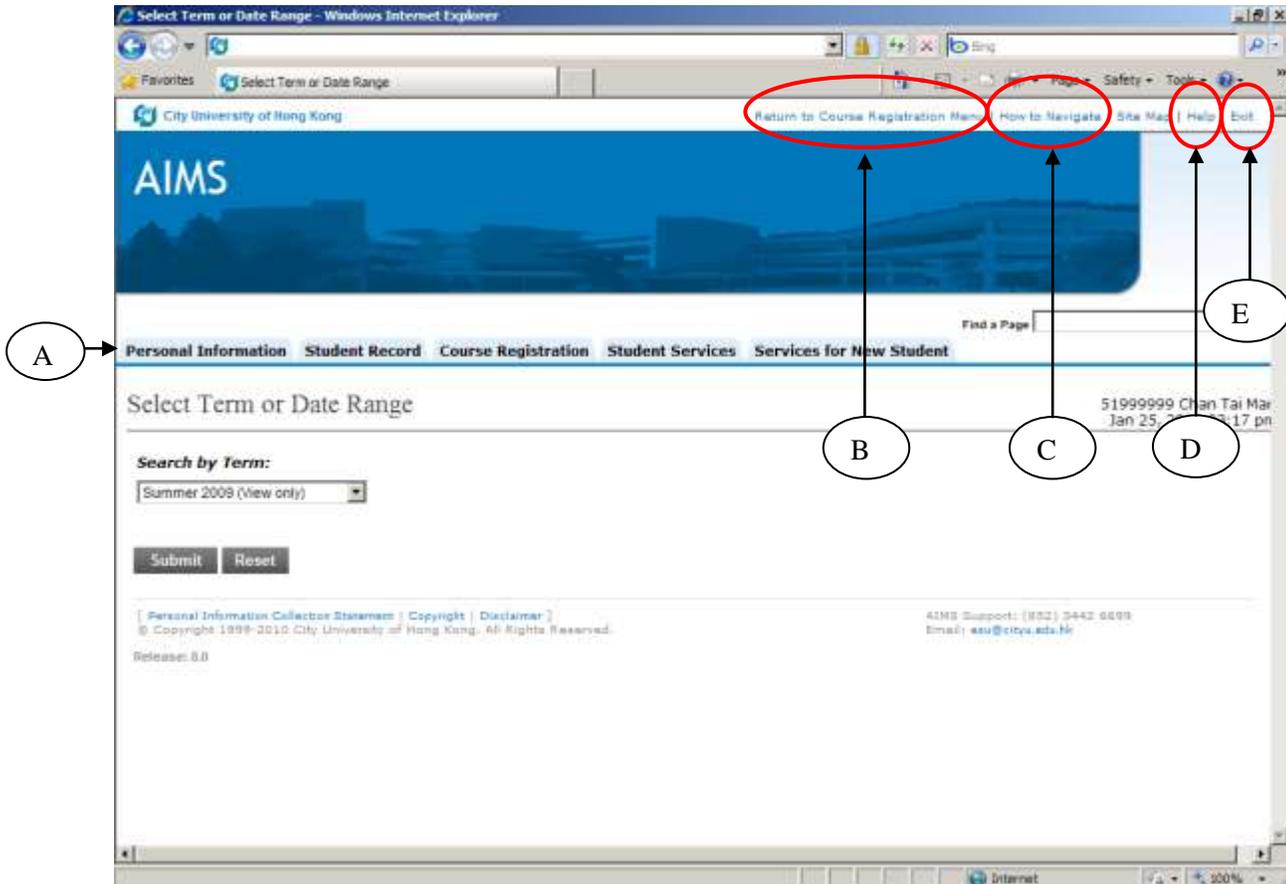


## How to Navigate?

This new version of AIMS, 8.1.1, is in place with enhanced timeout mechanism and a much improved look and feel. The menu layout has been changed conforming to the University standards and with terminology following the common best practice.

For any queries, please contact **AIMS Hotline** at 3442 6699.

### 1. Menu Layout

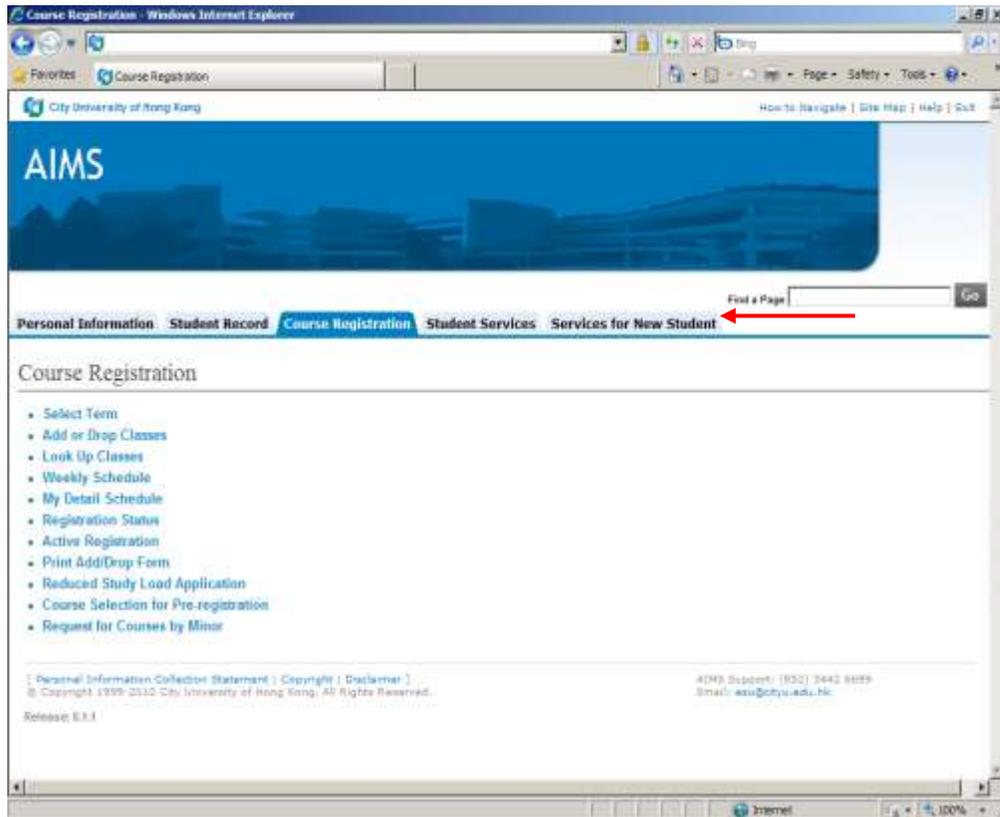


#### A Tab Bar

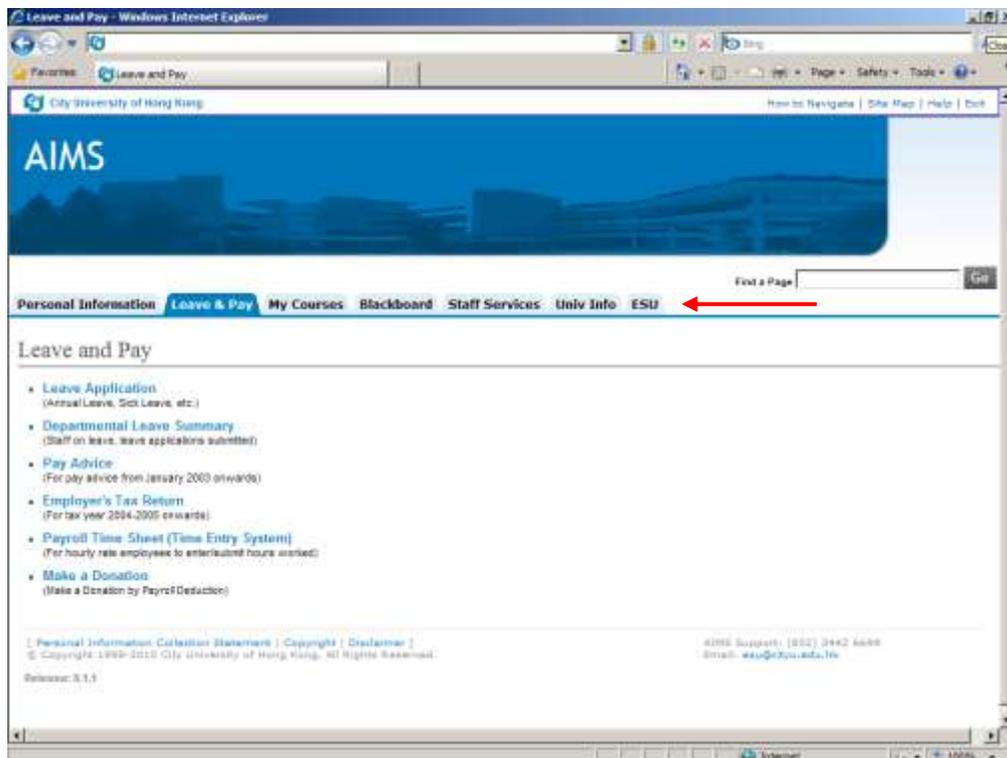
It shows all the tabs accessible by users. Each tab has a name which briefly describes the underlying group of functions. For example, under the “Course Registration” tab, it contains all functions relating to course registration.

Depending on the role of a person and his/her web access level, only relevant tabs are displayed.

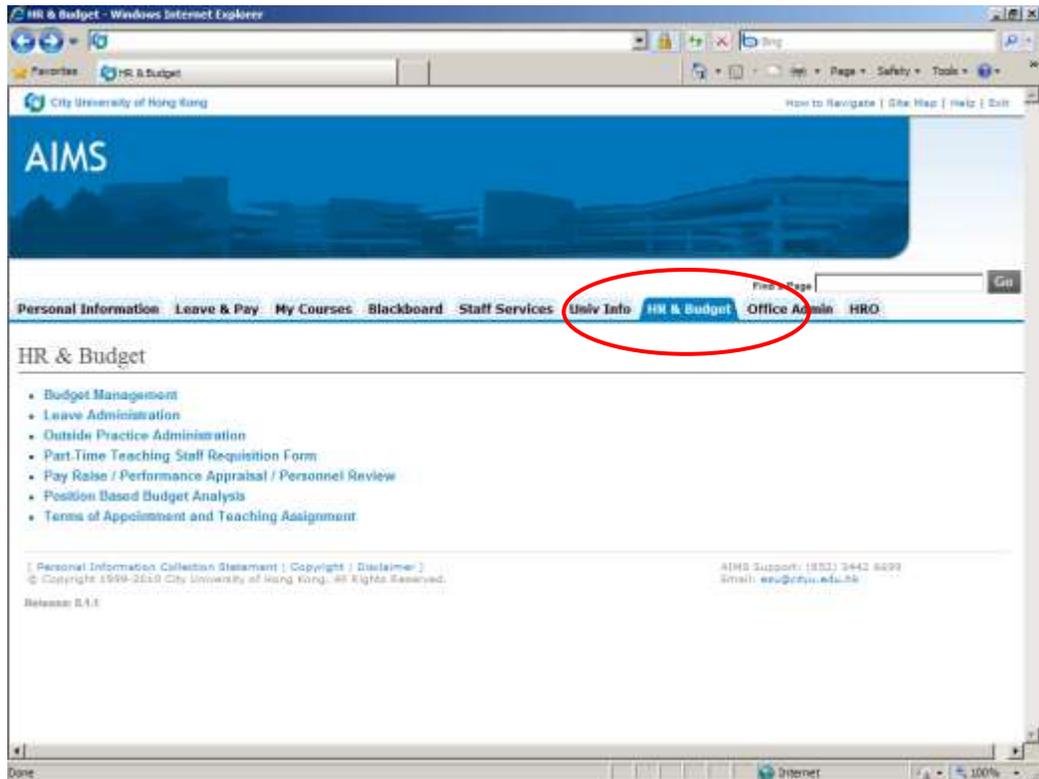
(a) Tab bar for student in general:



(b) Tab bar for staff in general:



(c) Tab bar for staff who have web access privileges to departmental administrative functions:



(B)

Back to <<menu>>

It enables users to go back to the previous higher level of menu.

(C)

How to Navigate

It provides general help on how to navigate the AIMS menu.

(D)

Help

HELP link is enabled if help messages are provided by the system.

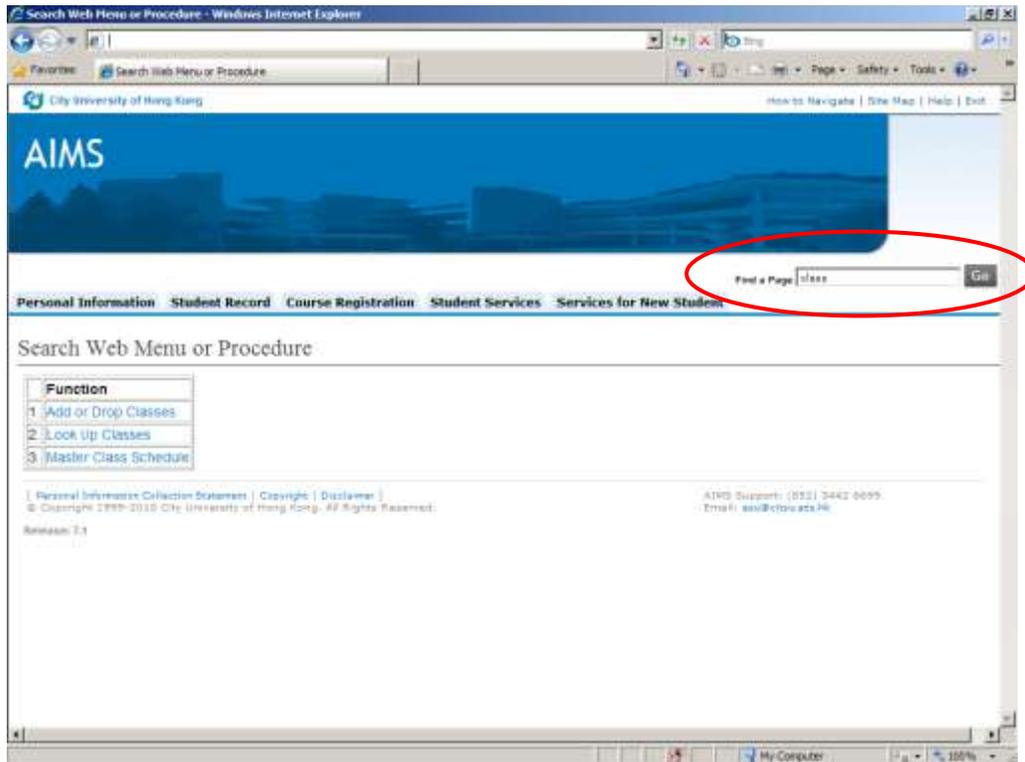
(E)

Exit

It enables users to logout from AIMS entirely. All users are recommended to “Exit” when they finish using the system.

## 2. Find a Page

It supports both full and partial keyword search. For example, entering a keyword ‘class’, menu items such as “Add or Drop Classes”, “Look Up Classes”, etc. are listed. Further click on the menu item will directly invoke the function.



### 3. SITE MAP

It lists out all menu items accessible by users by menu levels.

- Click “Expand All” to list items down to function level.
- Click “Collapse All” to list the top menu level.
- Click  to selectively expand/collapse a specific menu level.

