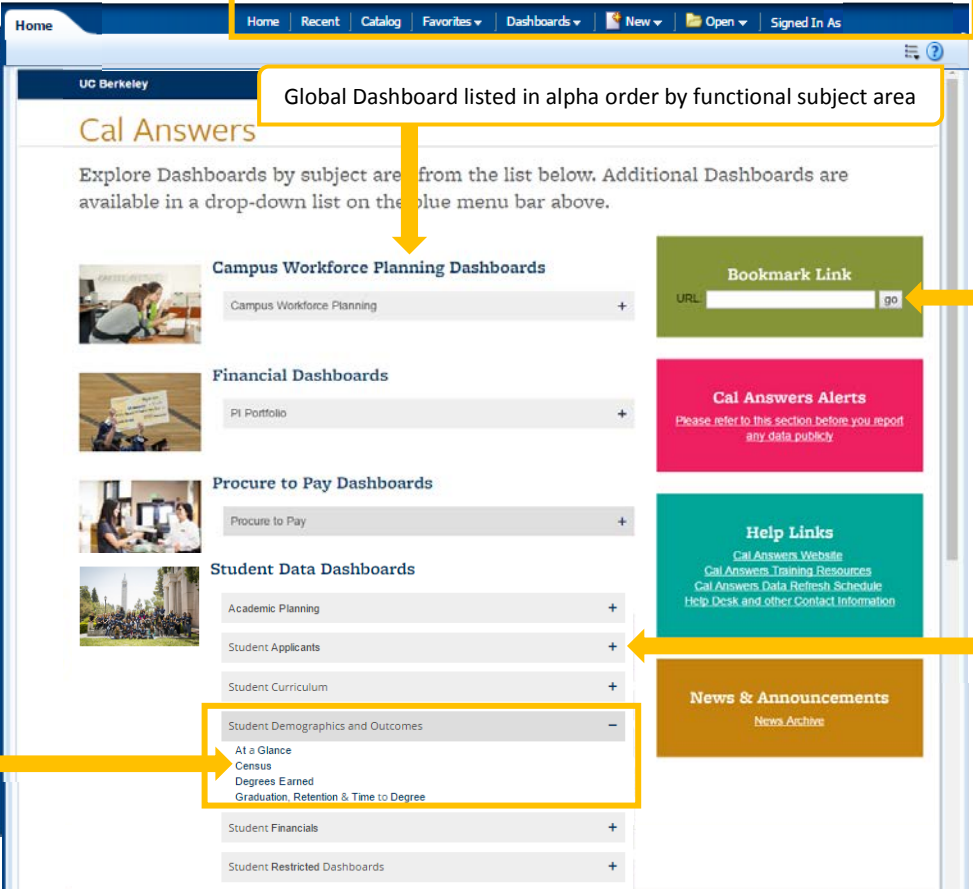


Cal Answers Remodeled Home Page

July 28, 2016: Cal Answers remodeled the Home page to provide a welcoming and easily accessible doorway to the Global Dashboards. For those of you who like the original design clicking on **Recent** provides a back door to the earlier Home page layout, displayed and defined on page 2. *Clear your browser cache history to refresh your Cal Answers page if you do not see this remodeled homepage. Check out <http://www.bai.berkeley.edu/BFS/systems/clearCache.htm> for steps to clear.*



The screenshot shows the Cal Answers Home page with a blue toolbar at the top containing: Home, Recent, Catalog, Favorites, Dashboards, New, Open, and Signed In As. The main content area is titled 'Cal Answers' and includes a list of global dashboards categorized by subject area: Campus Workforce Planning, Financial, Procure to Pay, and Student Data. Each category has a '+' icon to its right. On the right side, there are sections for 'Bookmark Link', 'Cal Answers Alerts', 'Help Links', and 'News & Announcements'.

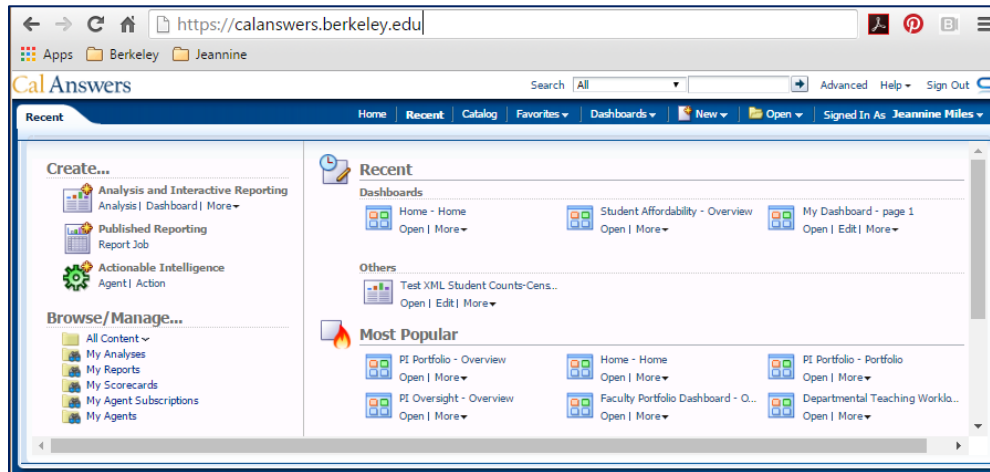
Callout Boxes:




- Global Dashboard listed in alpha order by functional subject area:** Points to the list of dashboard categories.
- Bookmark link entry box moved to the home page for easy access. Check out our [bookmark link job aid](#) for more details on how to create.** Points to the 'Bookmark Link' section.
- Click on the + to the right of each subject area to display the available global dashboard reports.** Points to the '+' icons next to the dashboard categories.
- Click on the dashboard report name to open. Click on Home in blue toolbar to navigate back.** Points to the 'At a Glance' report under Student Data and the 'Home' button in the toolbar.

Blue Tool Bar	Definition
Home	The Cal Answers welcome page with direct links to global dashboards, alerts, help and news.
Recent	The original Cal Answers Home page with links to your most recently accessed dashboard reports, ad hoc analyses, briefing books as well as the most popular dashboards across campus.
Catalog	Repository for all saved briefing books and ad hoc analyses in My Folders and access to Shared Folders.
Favorites	Dropdown to display Manage Favorites dialog box for assigning a preferred dashboard page per subject area.
Dashboards	Dropdown to display of all available global and restricted dashboards
New	Dropdown displays option to access Analysis link to launch the Ad Hoc Analysis tool to create a custom query report.
Open	Dropdown to display Open folder link to access My Folder & Shared Folder as well as displays a list of recent and popular dashboards, analysis and/or briefing books.

Cal Answers Remodeled Home Page

Recent provides direct access to the original Cal Answers Home page where users can find links to their recently accessed dashboards, ad hoc analyses and briefing books as well as the most accessed dashboards across campus displayed in the **Most Popular** section.



Icons	
	Ad Hoc Analysis
	Briefing Book
	Dashboard

Link	Definition
Recent	
Dashboards	Your most recently accessed global dashboards.
Others	Your most recently accessed ad hoc analysis and briefing books.
Most Popular	Opens the global dashboards in most frequent use by the campus Cal Answers community.
Create...	
Analysis	Initiates a new ad hoc analysis query.
Browse/Manage	
My Analysis	Searchable view of the Catalog tab and list of user saved Ad Hoc Analyses.
My Reports	Searchable view of the Catalog tab that includes My Folders of saved items.

Setting Your Cal Answers Default Opening Page

Follow these steps if you would like to set a specific dashboard page as your opening page when you log into Cal Answers.

1. Click the dropdown arrow to the right of your name in the **Signed In As** section of the blue toolbar.
2. Select **My Account**.
3. From the **Preferences** tab select the **Starting Page** dropdown to choose the dashboard page you would like to have as your default opening page.
 - a. **Default** option sets **Home** page as **Starting Page**
 - b. **Home Page** option sets **Recent** as **Starting Page**
4. Click **OK**.

