

# Dashboard Navigation

## Left Navigation Menu:

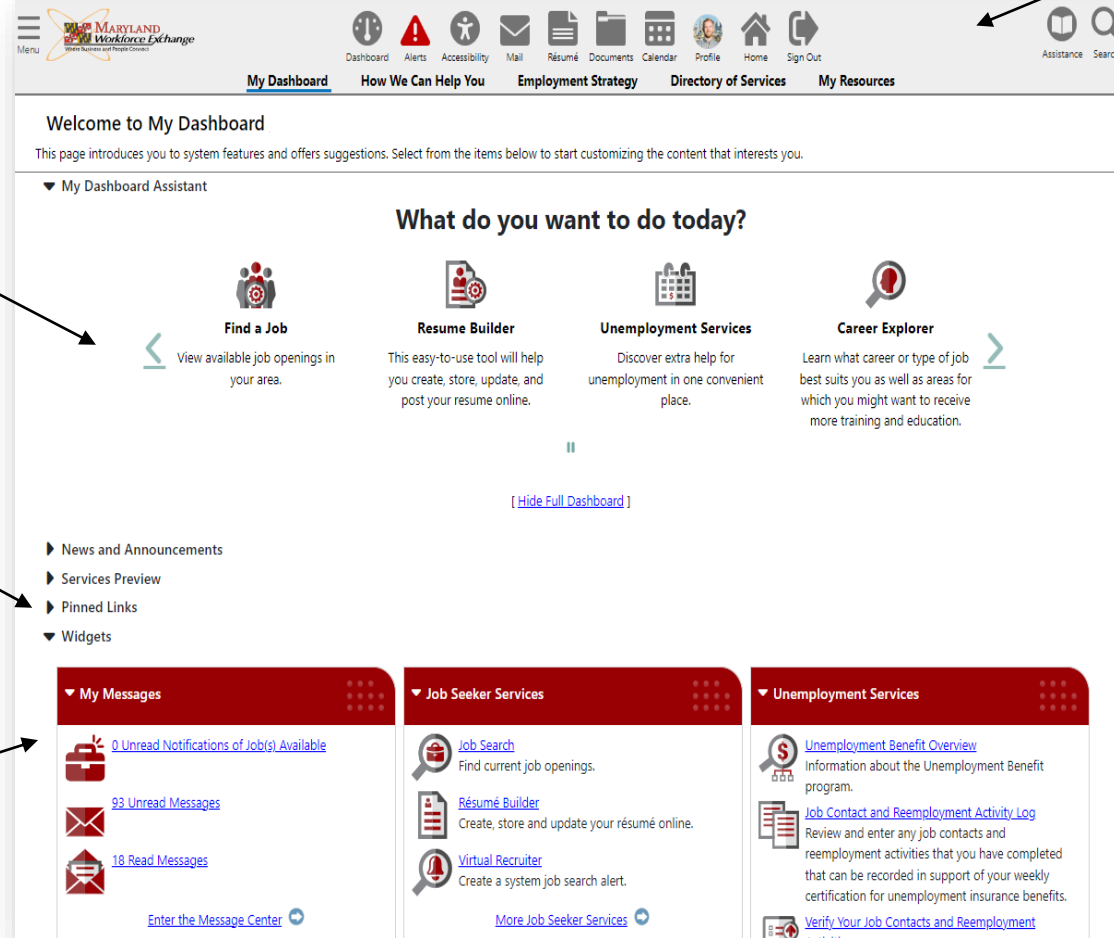
Comprehensive list of navigation links organized by sections.

## Dashboard Assistant:

Scroll through common tasks for quick access to “What you want to do today”.

**Pinned Links:** Build your customized fast-access bookmarks by “Pinning” your most used pages. Click arrows to expand and collapse sections.

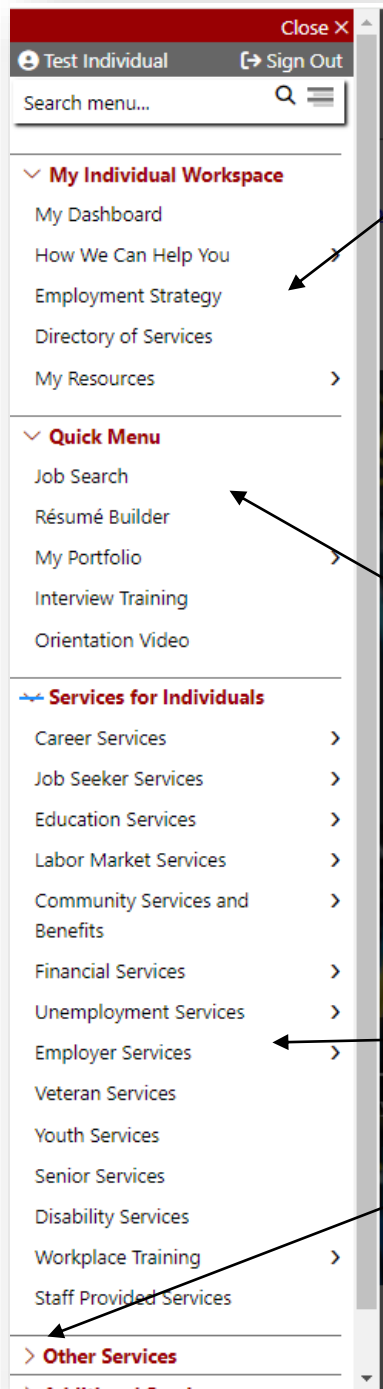
**Widgets:** Navigation to pages and your data. Navigation is grouped by topic. Drag-n-drop to move the widget location. Select “[Configure Dashboard Widgets](#)” to remove widgets that are not useful for you.



**Quick Menu:** Dashboard, Mail, Profile, Resume, Calendar, Home, Sign-Out, etc.

**Dashboard:** Widgets and Pinned links: Allows you to customize your display and provides quick access to the pages you use the most. Easy at-a-glance access to functions that are also available via the Left Navigation Menu.

# Left Navigation Menu



- My Dashboard – This displays collapsible sections for quick access to frequently used options. The Services Preview rotates through suggested options to help you get started; Related Posts displays current job posts related to those you previously viewed; and the Widgets section displays widgets you can configure to focus on the features you use the most.
- How We Can Help You – This presents the options suggested in Services Preview as tabs. Each tab has links to different views that help you see information on jobs, careers, training, benefits, and other services, based on your background information and preferences.
- Directory of Services – This presents an alternate path for seeing left navigation menu groups and their options using a full menu page. Each group can be expanded to see short descriptions of each option, rather than selecting the options from the left navigation menu.
- My Resources – This page offers a menu to let you quickly access and manage some common resources for information on your communication and planning in the system, such as: My Messages, My Correspondence, My Appointments, and Upcoming Events.

- Job Search- View available job openings in your area.
- Resume Builder – Guided Resume Builder and Upload options to create, store, update and post your resume online.
- My Portfolio – Access your Profile, Search History, Self-Assessments and Message folders.
- Interview Training – Prepare for interviews with this interactive software, Practice interview and learn tips. Fast Track and Mastery Track available.
- Orientation Video – American Job Center overview.

Services for Individuals: This section displays access to various services and resources grouped by topic. Explore each section to find useful information and resources.

Sections on the Left Navigation Menu and the Dashboard, expand and collapse by using the arrows ">". You can customize your menu to display/not display or collapse categories as desired. To do so, go "Accessibility" on the quick menu, then select to "Page Preferences"