



Western Cape
Government

Education

USER MANUAL

System:

WCED Online Markers System

Lesson:

Navigation

TABLE OF CONTENTS

Introduction	2
Section 1: Navigation, Menus and Toolbars	2
Section 2: Navigation Tips and Tricks.....	4
Section 3: Other navigation symbols	6
• Button and Search Fields	6
• Screens, Lists and Forms	6

Introduction

This section explains the various user interface items that the user will use when using the Markers System. This will enable the user to better follow the lessons that follow this lesson without having to explain the items again. This lesson covers the following three sections:

- Navigation, Menus and Toolbars
- Navigation tips and tricks
- Other navigation symbols

Section 1: Navigation, Menus and Toolbars

The screenshots below contains an example of typical webpages on the Markers System.

- The first screenshot shows the home page. A description for each item follows in the accompanying table.

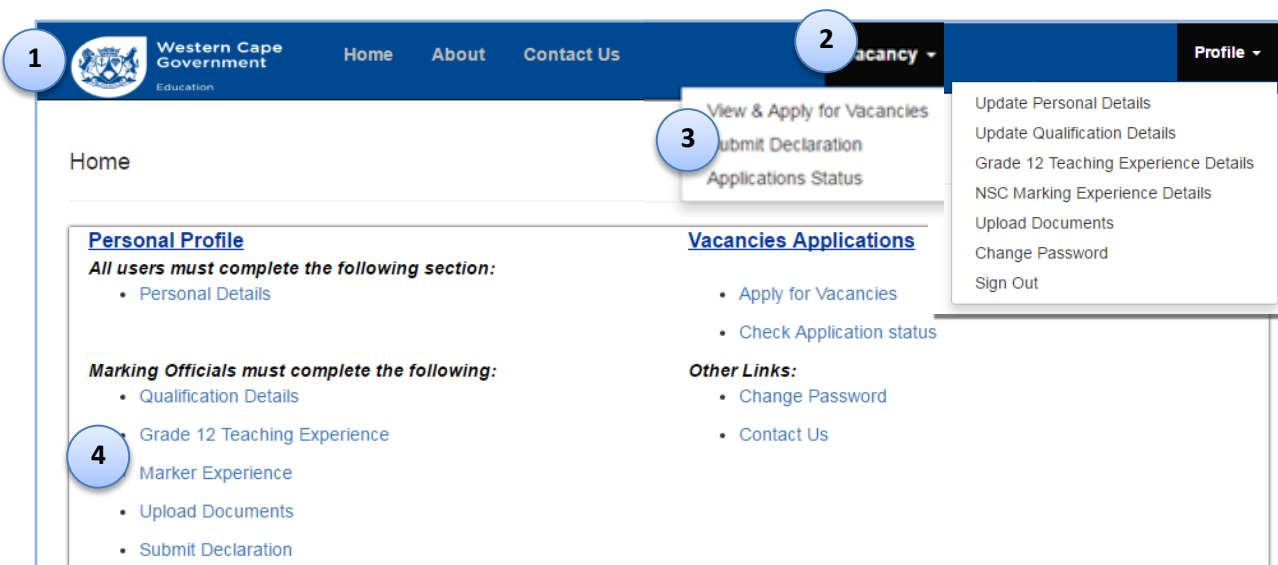


Figure 1: Screenshot of the Markers System Home Page

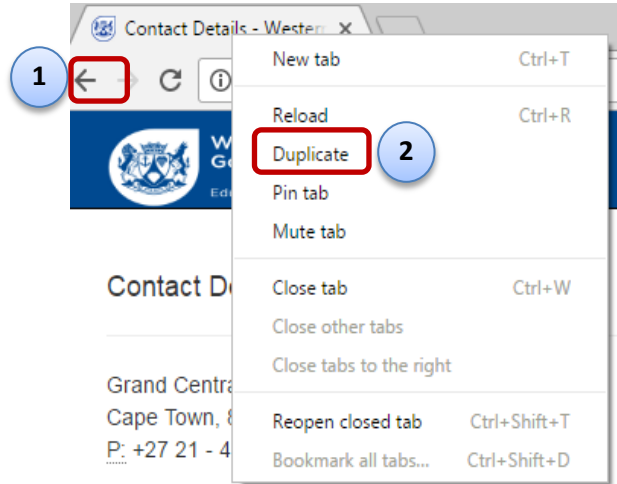
Table 1: Description of Markers System home page user interface elements

Num	Function	Instructions
1	Menu Bar	The user can access the various screens and functions from the menu bar. <u>Note:</u> Only the menu toolbars for which permission have been granted will be shown. The screenshot above shows the default screen.
2	Menu Toolbar	The user click on the menu toolbar option to access the various screens and functions. <ul style="list-style-type: none"> • Menu toolbars with no dropdown lists will navigate to the selected page

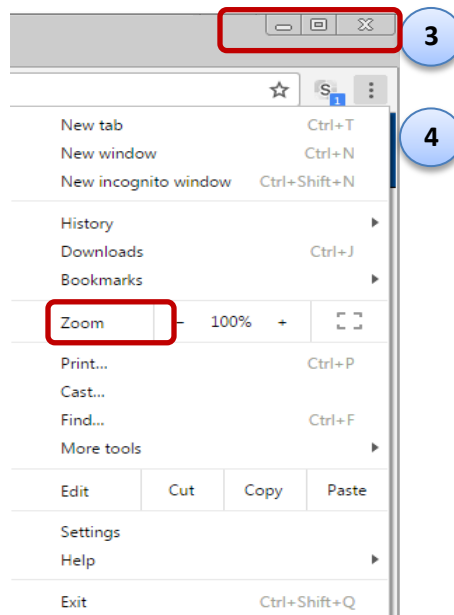
		<table border="1"> <tr> <td>Home</td> <td>Return to the home page at any time</td> </tr> <tr> <td>About</td> <td>Navigates to the “About” page</td> </tr> <tr> <td>Contact Us</td> <td>Navigates to the “Contact Us” page to access the WCED contact details</td> </tr> </table> <ul style="list-style-type: none"> Menu toolbars with dropdown lists will display the list. An option must then be selected from the list. 	Home	Return to the home page at any time	About	Navigates to the “ About ” page	Contact Us	Navigates to the “ Contact Us ” page to access the WCED contact details
Home	Return to the home page at any time							
About	Navigates to the “ About ” page							
Contact Us	Navigates to the “ Contact Us ” page to access the WCED contact details							
3	Dropdown menu	<p>The dropdown menus are dependent on the menu toolbar selected. Select an option to navigate to the selected page.</p> <table border="1"> <tr> <td>Vacancy</td> <td> Click on the “Vacancy” menu option to: <ul style="list-style-type: none"> View and apply for vacancies Submit a declaration View the status of an application </td> </tr> <tr> <td>Profile</td> <td> Click on the “Profile” menu option to: <ul style="list-style-type: none"> Update personal details Update qualification details Update Grade 12 Teaching Experience details Update NSC Marking experience details Upload documents Change the password Exit /log out of the system </td> </tr> <tr> <td>Help</td> <td> Click on the “Help” menu option to: <ul style="list-style-type: none"> Access user manuals Download the declaration form </td> </tr> </table>	Vacancy	Click on the “ Vacancy ” menu option to: <ul style="list-style-type: none"> View and apply for vacancies Submit a declaration View the status of an application 	Profile	Click on the “ Profile ” menu option to: <ul style="list-style-type: none"> Update personal details Update qualification details Update Grade 12 Teaching Experience details Update NSC Marking experience details Upload documents Change the password Exit /log out of the system 	Help	Click on the “ Help ” menu option to: <ul style="list-style-type: none"> Access user manuals Download the declaration form
Vacancy	Click on the “ Vacancy ” menu option to: <ul style="list-style-type: none"> View and apply for vacancies Submit a declaration View the status of an application 							
Profile	Click on the “ Profile ” menu option to: <ul style="list-style-type: none"> Update personal details Update qualification details Update Grade 12 Teaching Experience details Update NSC Marking experience details Upload documents Change the password Exit /log out of the system 							
Help	Click on the “ Help ” menu option to: <ul style="list-style-type: none"> Access user manuals Download the declaration form 							
4	Hyperlinks	<p>The page may contain hyperlink, shown as blue text line. The system will navigate to the selected page in the same way as if a menu toolbar or drop down list item was chosen.</p> <p><u>Note:</u> In order to facilitate easy navigation all dropdown items on the default screen are also shown as hyperlinks. The user may therefore click on these hyperlinks or access the option from the menu bar to navigate to the required page.</p>						

Section 2: Navigation Tips and Tricks

The following tips and tricks can be applied to facilitate easy navigation and default browser functionality. Note that the browser functionality is dependent on the browser being used.











Num	Function	Instructions
1	Duplicate tabs	Ensure cursor is on the web browser tab, right click, and select “Duplicate” from the displayed options. This will open a duplicate tab. The user can work on multiple tabs simultaneously, e.g., view vacancies and statuses.
2	Back button	Click on the back button (←) to go back to the previous page




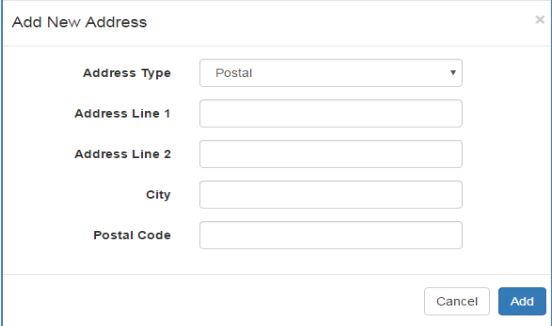
Num	Function	Instructions
3	Minimize, Full screen or Exit	Default browser functionality to: <ul style="list-style-type: none"> • Minimize screen • Maximize screen size • Close the web page.
4	Print (or other)	<ul style="list-style-type: none"> • Default browser functionality to “Print” the current web page • Select other options as needed
n/a	Print screen	<ul style="list-style-type: none"> • Click on the “Print Screen” button on the keyboard to copy the screen • Click the “Alt” and “Print Screen” buttons together to select only the active screen. • Paste the screen in any other program, e.g., Microsoft Word

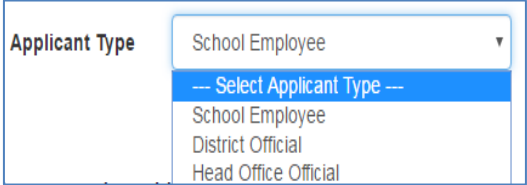
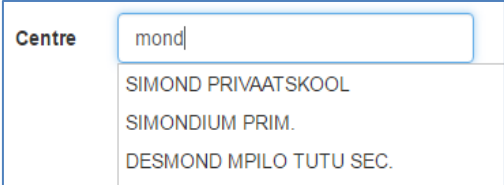


Section 3: Other navigation symbols

- **Button and Search Fields**

Symbol Name	Example	Description
Add button	 or 	User click on the button to add a new record
View button		User click on the button to view an existing record
Edit button	 or 	User click on the button to edit an existing record
Delete button		User click on the button to delete an existing record
Verify button		Click here to access page that contains information that must be verified
Refresh button		User clicks button to refresh a dropdown list, search field or screen

- **Screens, Lists and Forms**

List		<p>List of records shown</p> <ul style="list-style-type: none"> • List may be shown on its own screen or; • List shown on the same page as another list or part of a form
Data Capture or Edit Form		<p>User capture or edit details and submit the details</p>
Tick box	<p>SA Citizen <input checked="" type="checkbox"/> SA Citizen <input type="checkbox"/></p>	<p>Tick boxes are used on forms to select a value, e.g.,</p> <ul style="list-style-type: none"> • Selected = SA Citizen • Unselected = Not SA Citizen

Dropdown list		List of selectable values shown. User must select one value only.
Textbox with autocomplete		<p>Similar to a dropdown list but contain lot of values:</p> <ul style="list-style-type: none"> • User types in a value • Data that contains the value are listed • User selects a value
Search String		Similar to autocomplete textbox.
Search button		Search button is dependent on search values being selected first, either via dropdown list or autocomplete text box