Esploro Essentials: Orientation

Navigation

Most of your navigation in Esploro can be done from persistent elements which appear on every screen.

On the side of the screen is the navigation bar. Click on each section to see the specific options within it. Depending on your user roles, you will see the sections and options that are relevant for you. This gear icon at the bottom opens the configuration menu, which is also divided into sections. You can read about all the options in the Online Help.

Clicking the star next to an option adds it to your Quick Links, which you can see here in the section with the star. This can be great for options you use frequently. Here, you can search for options without going through the menu.

In the top right corner are Main Menu Icons, including the User Menu and your Tasks List. The Help Menu contains links to resources, including Help For This Page, which shows the online help relevant to the page you are currently looking at. Recent Entities opens a pane with the entities you were most recently working with.

You can choose widgets to your homepage with this plus icon. A Widget is a small pane of information or actions that are relevant to you.

In the top left corner, you will see the logo of your institution. Select the logo at any time to return to the home page.

As you can see, there is usually more than one way to get to any particular page. For example, you could open the Researchers section and choose the Manage Researchers option, you could use a quick link, or search for it here. Another way is to search for All Researchers in the persistent search bar.

As you get more experience using Esploro, you will find the methods that work best for you.