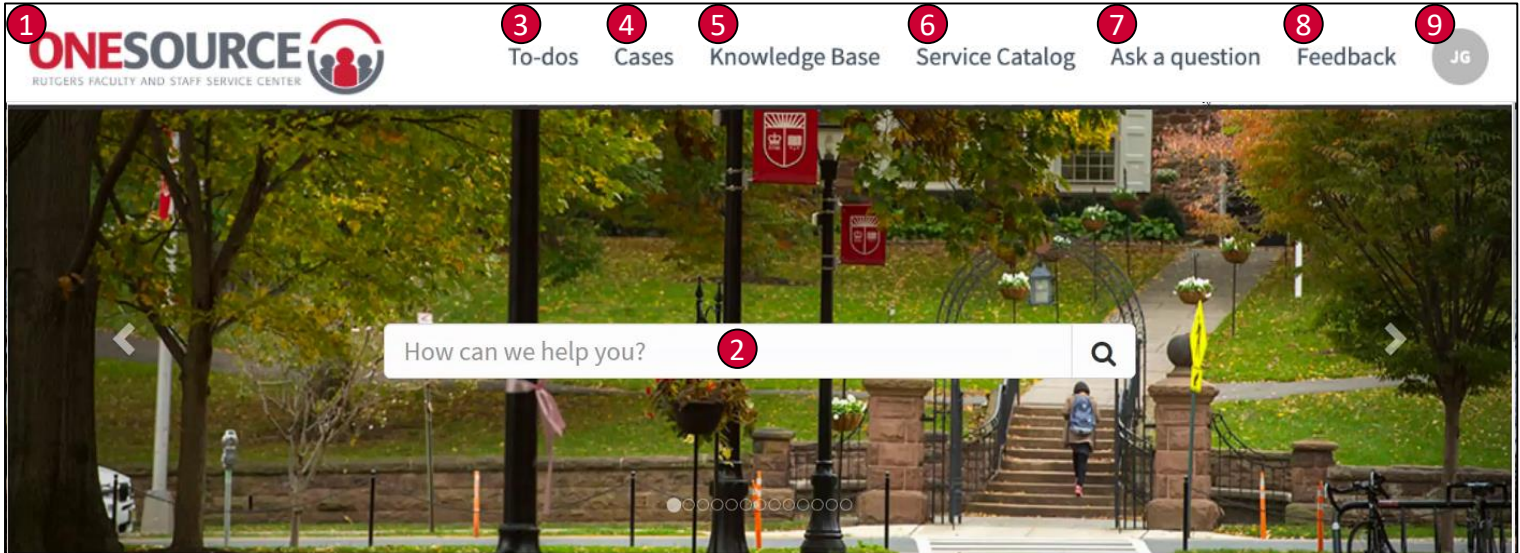


The **OneSource** portal puts information and support at your fingertips by allowing you to access resources and assistance with your HR and Payroll needs.

## Basic Navigation Features



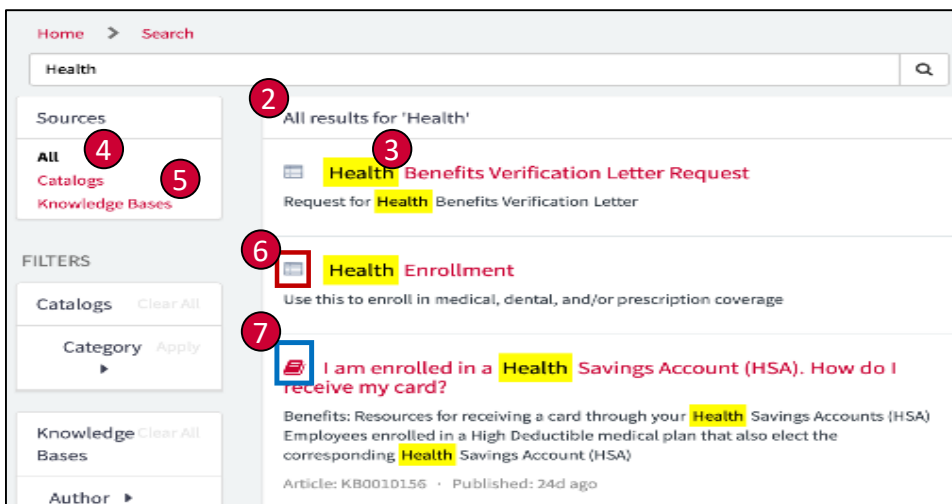
1	Click the OneSource <b>logo</b> to return to the OneSource Portal landing page.
2	Use the <b>search</b> bar to locate what it is you are looking for.
3	List that represents tasks assigned to the logged in user.
4	<b>Cases</b> show a list of Cases opened by you, opened for you and those that have tasks assigned to you.
5	<b>Knowledge Base</b> opens a list of all Knowledge Articles.
6	<b>Service Catalog</b> provides a list of all Human Resource and Payroll requests that can be created.
7	<b>Ask a question</b> opens a general inquiry case.
8	<b>Feedback</b> enables you to provide feedback to OneSource on how satisfied you are with the experience and support delivered.
9	User menu displays profile information and allows users to logout.

## Search Bar Functionality and Knowledge Base



1. Type your question or descriptive text in the search bar. (Health) Press 'Enter'

2. You are presented with all of the search results for health.



3. Search term is highlighted in yellow.

4. Click Catalogs to see all the catalog items with health in the text, notice health is highlighted in yellow.

5. Click Knowledge Base to see all the articles with health in the text.

6. Click on any item with a **form** icon to open a request.

7. Click on any item with a **book** icon to open its related knowledge article.



## Basic Navigation Features

The screenshot shows the OneSource Portal interface with the following elements:

- 1** Announcements: A red banner at the top with a megaphone icon and a dropdown arrow.
- 2** My Cases: A red header for a list of cases.
- 3** Open: A filter tab for open cases.
- 4** Completed: A filter tab for completed cases.
- 5** Browse Service Catalog: A red header for a grid of service categories.
- 6** Quick Links: A red header for a row of four service logos.
- 7** Upcoming Events: A red header for an event listing.
- 8** Benefits: A service category button with a count of 9.
- 9** Personal Data: A service category button with a count of 1.

1	University and department announcements will appear in this section.
2	<b>My Cases</b> show a list of cases opened by you, opened for you and those that have tasks assigned to you.
3	<b>Open</b> displays cases opened by you or opened on your behalf.
4	<b>Completed</b> displays completed cases.
5	Selecting any of these category panels will show the available requests. The same functionality can be done by clicking <b>Service Catalog</b> in the banner.
6	The <b>Quick Links</b> section provides access to websites for the State of New Jersey, Rutgers University and other relevant organizations.
7	You are able to obtain more detail for the event and add the event to your Outlook calendar.