# Access PA SHAREit: Version 5 Navigation

SHAREit Version 5 changes the display and navigation but does not change functionality, so the Request Manager, Participant Record, etc., behave as usual. The changes make SHAREit more responsive and scalable so it can be used effectively on smaller screens such as tablets.

The training system (http://accesspatraining.powerlibrary.org/) has been updated to version 5 and the password has been reset for all libraries to **version5**.

To login, click the Login link in the upper right and select your library from the list. The username is your library's 5-character code followed by ill (ie: abcdill) and the password is **version5**.
- The login process and password for the production system has not changed.
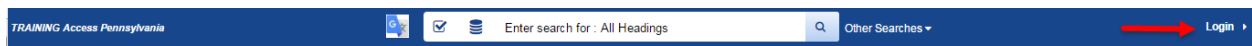
The opening screen is the Staff Dashboard. There is a Search Staff Dashboard box and menus with links to each function (Request Manager, Shipping Labels, etc.):
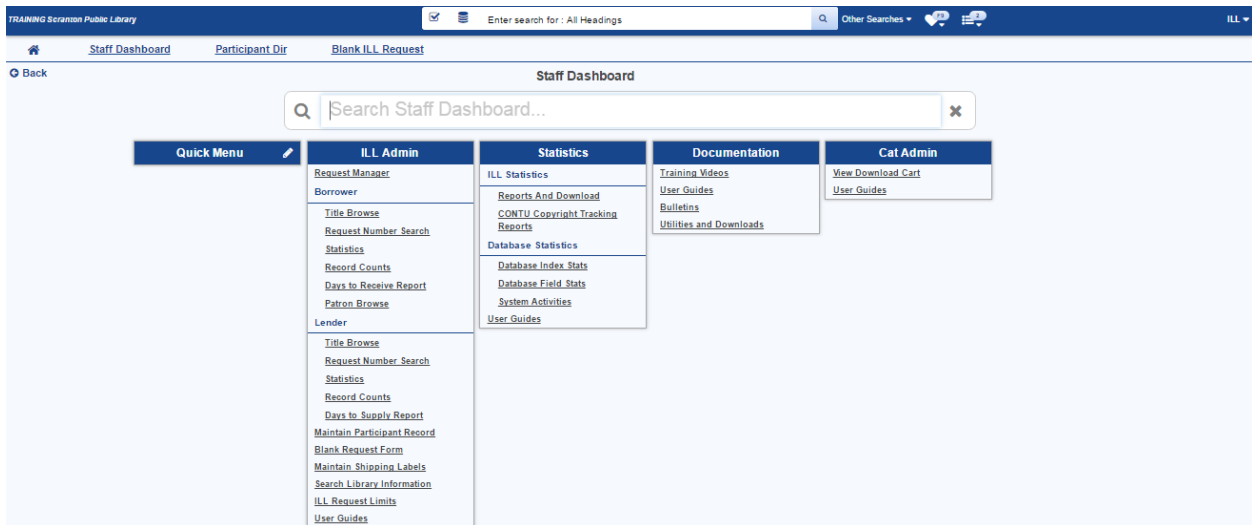
The dark blue header is always available and functions as a toolbar. Information is compressed, and icons are used because they can be stacked on smaller screens. It includes:
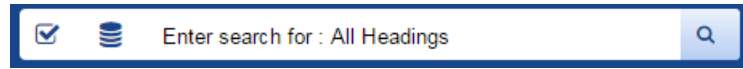- The library name
- A search box with icons to select a search index and resources
- Other Searches for Advanced, Browse, Reading Level (the Search History option will be added to this list)
- Quick Menu icon
- Login/Logout link with access to Your Settings and Your List

Just below the header are the Home icon (returns you to the opening splash screen) and links to the Staff Dashboard, the Participant Directory, and the Blank ILL Request form.
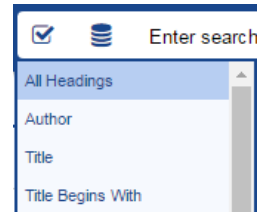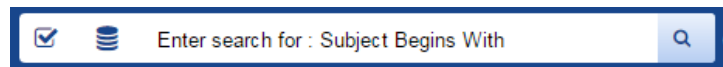
Header Navigation

Search Box
To search the database, enter a search term in the field using the default index of All Headings and click the magnifying glass to start the search.

To select a different search index, click the checkbox to open the list of indexes:

The selected index will be entered in the search box so you will always know which index is being searched.

The next icon is to choose resources. Currently, the only available resource is the Access PA Union Catalog.

Other Searches
Select Other Searches for Advanced, Browse, and Reading Level Searches. (The Search History option will be added to this list.)

Note that Reading Level is a link on the Advanced Search page.
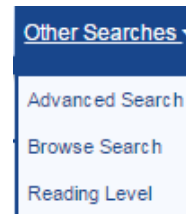
Quick Menu
The heart/F9 icon is for Your Quick Menu, which can be customized by each library (login) for easy access to frequently used functions. See p. 3-4 for creating and using Your Quick Menu.

Your List
The next icon provides access to your lists, which will be covered in separate documentation.

Login/Logout
- After logging into SHAREit, the Login link changes to the ILL menu with options for: Your Settings: Your Profile (password change) and Your Preferences
- Your List
- Log Out

Staff Dashboard

To navigate to any function on the Staff Dashboard, select it from the available menus. You can also enter a search term in the Search Staff Dashboard search box.

- Functions open in modal windows using the full screen
- After completing work in the window, close it by selecting the X in the upper right to return to the Staff Dashboard

To easily move to frequently used functions without returning to the Staff Dashboard to select each new function, create a Quick Menu.
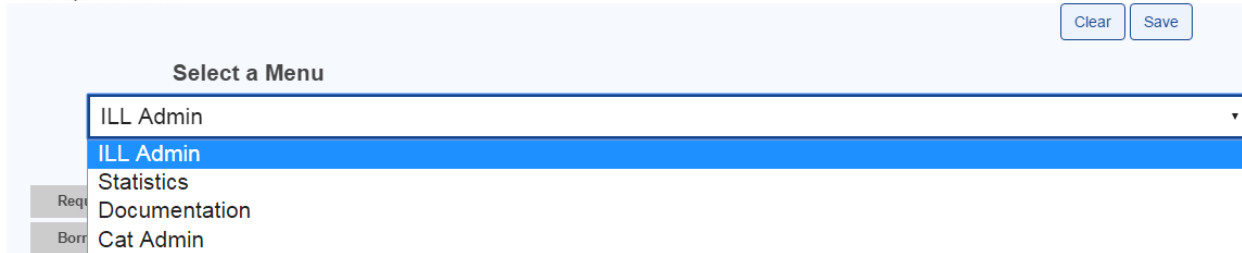
Creating a Quick Menu

To create a Quick Menu, select the edit icon in the Quick Menu header on the Staff Dashboard.

ILL Admin is the default option in Select a Menu. The other menus are Statistics, Documentation (from Auto-Graphics, not Access PA), and Cat Admin.

From the selected menu, click Add to add the function to Your Quick Menu. The selections will be listed on the right side of the screen under Your Quick Menu Selections.
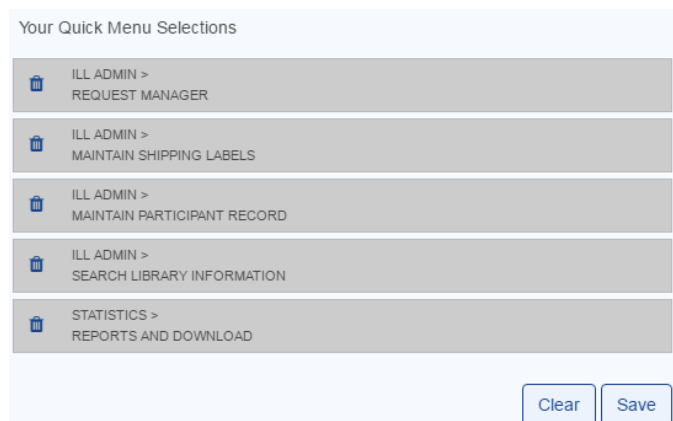
In this example, four functions were added from the ILL Admin menu plus one from Statistics.

Click the trash can icon to delete a function from the Quick Menu.

Click the Clear button to start over.

Click the Save button to save your selections.

Click the X in the upper right of the modal window to close the Quick Menu editor and return to the Staff Dashboard.

A maximum of ten functions can be added to the Quick Menu.

Using the Quick Menu

On the Staff Dashboard, the Quick Menu functions can be easily selected without the need to find them in the individual menus.

They can also be accessed using their assigned shortcut keys. In this example, Ctrl+2 will open Maintain Shipping Labels.
- Note that the shortcut key numbers are based upon the order in which they are listed. Ten functions are allowed, numbered 1-0.

You can also access Your Quick Menu by selecting the heart/F9 icon in the header or by using the F9 key on your keyboard, eliminating the need to return to the Staff Dashboard to move to a different function.

The Quick Menu includes Recent Staff Menus (3), Your Quick Menu, and a link to the Staff Menu Dashboard.

The three most recent staff menu selections are listed first.
- Use the shortcut Ctrl+L to return to the last function used.

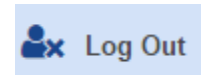Your Quick Menu section lists the menu, function, and shortcut key.

The link to the Staff Menu Dashboard and its shortcut key is always listed.
- Use Ctrl+B from any screen to return to the Staff Menu Dashboard.

Logging Out

To log out of SHAREit, select ILL [ILL ▾] in the upper right, then select [👤✖ Log Out] Log Out.