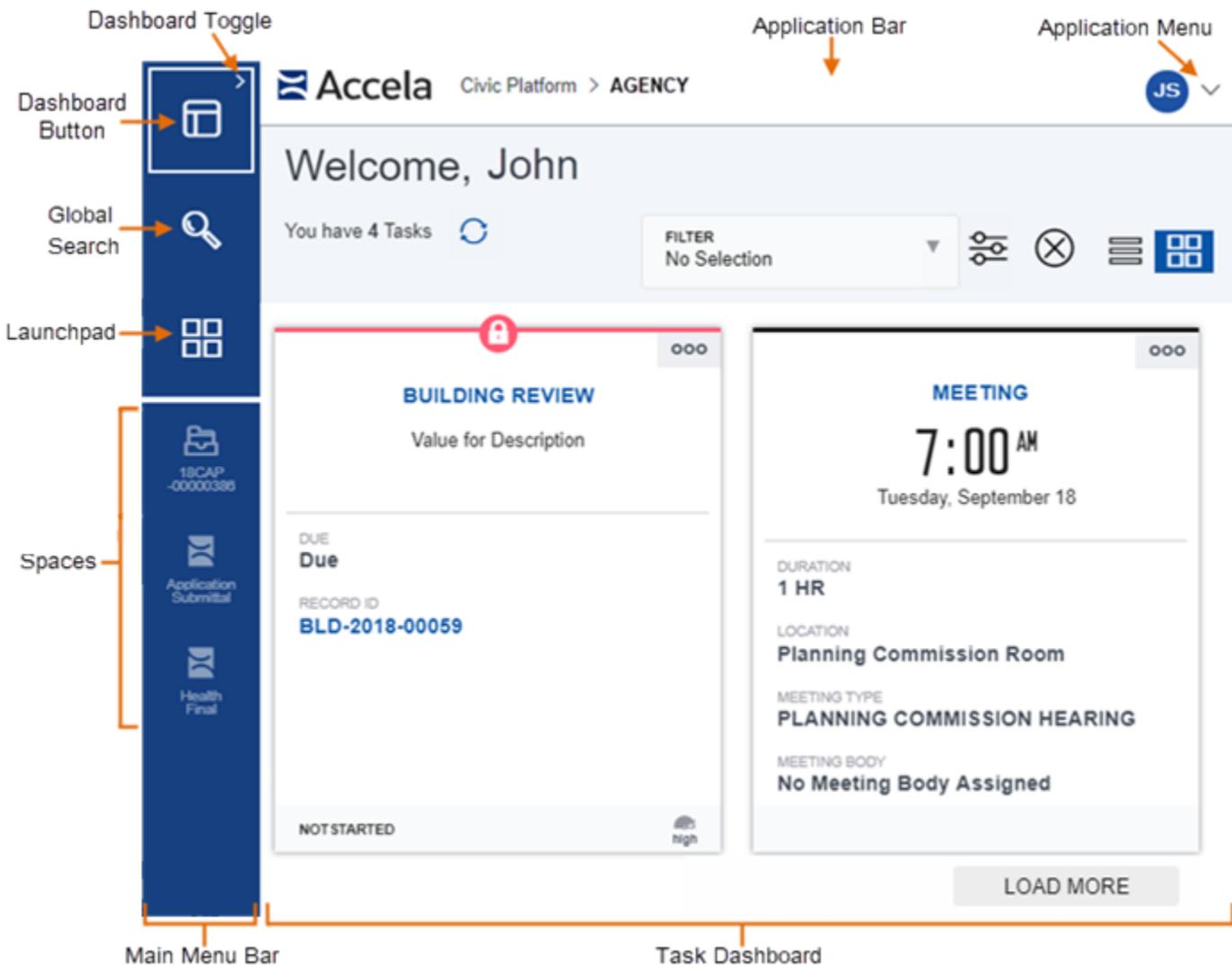


# Exploring the new Oxygen UI

## New Oxygen UI

The home page defaults to view the Task Dashboard, your daily to-do list. This is the starting point for anything you want to do in the Oxygen interface. You always have access to the application bar and the Main Menu bar, which provides access to add, find, and manage content.



## Featured of the toolbars

**Main Menu bar** - Tools to access and organize your work tools and spaces.



**Dashboard button** - This button returns you to the active dashboard.

**Global Search** - Makes it easy to search for just about anything.

**Launchpad** - Access pages, records, or create a new application.

**Spaces** - When you select any page from the Launchpad, it opens in a new space (tab) on the Main Menu bar, which is then anchored on the main menu until closed.

**Note:** A space on the main menu acts like a browser tab. To work with multiple records or tasks, use multiple menu spaces instead of multiple browser tabs. In general, use only one browser tab or session.

## Task Dashboard

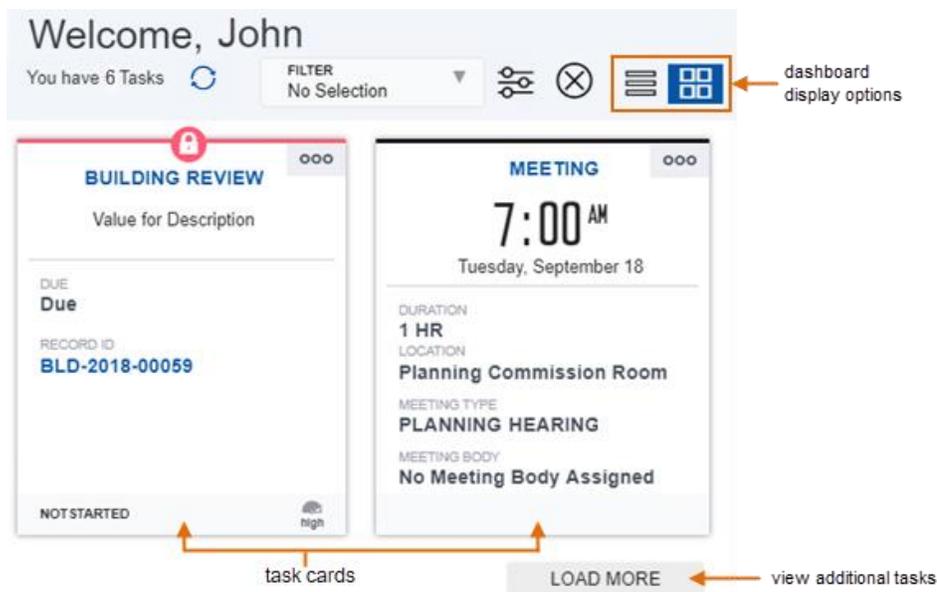
The Task Dashboard defaults to show the tasks on cards that list tasks assigned to you.

### Features of the Task Dashboard:

- The **Filter** menu gives you some input into which tasks display.
- A dashboard display options toggle lets you switch between the card view and the list view.
- The **Load More** link allows you to view more of your tasks in increments of six.

### Card View

Six task cards display by default when the page first loads, each with a separate task assigned to you.



## List View

The task list view gives you the ability to view many tasks at once in a list format.

Accela Civic Platform > AGENCY

Welcome, Accela

You have 4 Tasks

select tasks to view available actions to take

available actions depend on which tasks are selected

FILTER No Selection

ACTIONS No Selection

TASK ITEM	DUE DATE	STATUS	APPLICATION NAME	DETAILS
<input checked="" type="checkbox"/> APPLICATION SUBMITTAL BLD-2018-03567	15:00 PM Oct 3		22405 PA, NE 68022	Address not defined
<input type="checkbox"/> BUILDING REVIEW 18CAP-00000386	13:00 PM Oct 3		12 E Camino Raman Ave, Apt# SAN RAMON, CA 94583 :	Address not defined
<input type="checkbox"/> FRAME BLD-2018-03577	0:00 AM Sep 30	Passed	2345 E gurg Blvd, Suite# SAN RAMON, CA :	2345 - 2345 E gurg Blvd, Suite# SAN RAMON, CA
<input type="checkbox"/> FOOTINGS & FORMS BLD-2018-03577	Sep 24	Scheduled	2345 E gurg Blvd, Suite# SAN RAMON, CA :	2345 - 2345 E gurg Blvd, Suite# SAN RAMON, CA

priority flags and indicator icons

click to view more tasks

LOAD MORE

## Global Search

Accela Civic Platform > AGENCY

building

SEARCH

search results are grouped by record type

Records (219) Locations (0) License Professionals (0) Documents (120) Assets (0) Contacts (1) Parcels (0)

"building" (340 results) Showing 1-10 of 219 | Sort: Most Recent

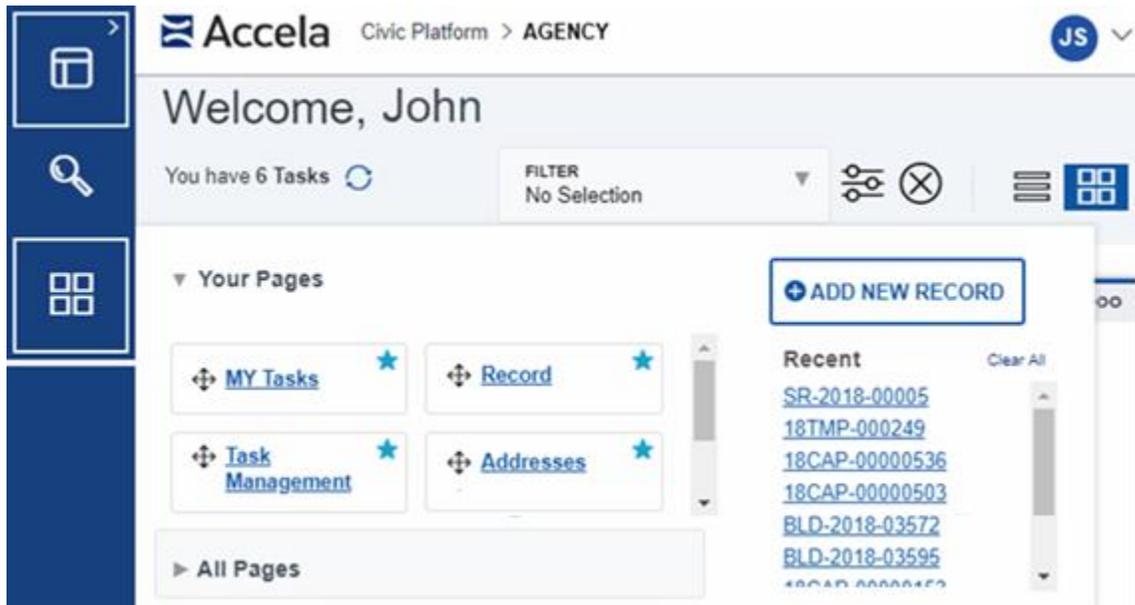
RECORD	STATUS	APPLICANT	REPORTED TYPE	LOCATION	SHORT NOTES
<a href="#">ENE-2018-00012</a> Grading Violation	Investigation Pending		Created On 09/17/2018	884 N omaha ST, omaha, ne 68132	
<a href="#">18CAP-00000530</a> Building/C3/C3-C3			Created On 09/19/2018		
<a href="#">18CAP-00000417</a> 1 E contactaddress, SAN RAMON, CA : Building/Commercial/Demolition/RNGbuilapplication	Complete		Created On 09/12/2018	2329 N 066 ST, OMAHA, NE 68104, 1 E contactaddress , SAN RAMON, CA	
<a href="#">FIB-2018-00004</a> taskkkk		Gary Karl	Created On 08/21/2018	215 W MEIGS ST, VALLEY, NE 68064	

### Features of Global Search:

- Wildcard searches %.
- Faster search results from specific data.

## Launchpad

The Launchpad is your access point to just about everything you want to do in Civic Platform. What used to be individual portlets linked on the console bars are now organized as Pages in the Launchpad. Any link you click within the Launchpad opens a new space where you can interact with the data you selected.

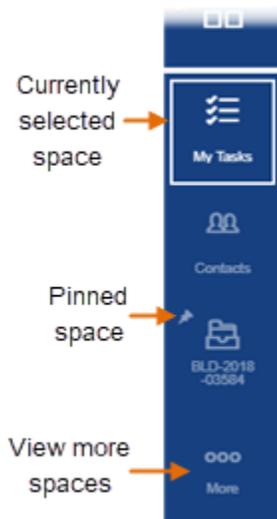


### Features of the Launchpad:

- **+ADD NEW RECORD** - Create new applications.
- **Favorites** - Mark frequently used pages as favorites for quick access.
- **All Pages** - See all of the pages available to you. Use the filter to locate a page quickly.
- **Recent** - Find a page or record you recently worked on.

## Spaces

Every time you open a page from the Launchpad, you create a new space (a tab that opens on the Main Menu bar).



### Features of the Spaces menu:

- **Main Menu bar** - The spaces layout enables you to move from page to page quickly. Just click the space you want to get to it. You can have up to 20 spaces open at one time.
- Use the **More** link to view spaces that don't fit on the menu.
- **Options** menu for each space:
- **Pin** - Keep spaces open every time you log into Civic Platform. (Unpinned spaces will close any time you log out.)
- **Close** - Close a spaces when you are finished with it.