Introduction to Step Sheets

Step Sheets have five features.

1. **Topic Name**
   - The topic name indicates the purpose of the procedure.
   - Each topic name contains key verbs that let you know what you are able to do using that procedure.
     - View – display record/s
     - Add – create a new record/s
     - Update – modify an existing record/s
     - Delete – purge an existing record/s

2. **Descriptive Paragraph**
   - The topic name is followed by a brief descriptive paragraph that states the outcome of the procedure. Sometimes, the context for usage is described.

3. **Navigate to Component**
   - Once you are logged in and selected the HR/Campus Solutions link, then the next step shows the navigation path to the component.
   - The path shown starts from the home link on the first page.
   - Always use the Main Menu on the left.

4. **What Users Needs To Do**
   - CUNYfirst needs only a single click.
   - Locate or find an item to view, add or update.
   - Search or Look Up the range of values for that field.
   - Choose the correct value or code from the Search Results or Dropdown box.
   - Infrequently, free form text is entered.

   *Importantly whenever you see ‘Note:’, then additional information is provided to help use CUNYfirst effectively and efficiently.*

5. **Finding Items on a Page**
   - Item names are **bolded**.
   - The item name is shown exactly as it appears on the page. Sometimes a non-standard abbreviation is shown on the page.
   - The item type is listed after the name.

Note: Use CUNYfirst navigation to go back within the system, do not use your browser's back button.