

## 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.

Parts of images  
may be obscured  
for security reasons.

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