

SPOT Tipsheet

Navigating SPOT

Spot brings all our popular activities together into one place. Accessing your vital information and applications will be faster and easier once you become familiar with the layout and these navigation tips.

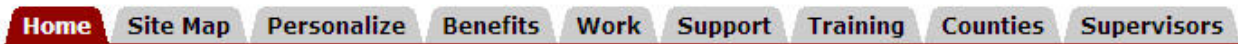
Spot is organized into

Account and Content Management (top-left) [My Account](#)
[Content Layout](#)

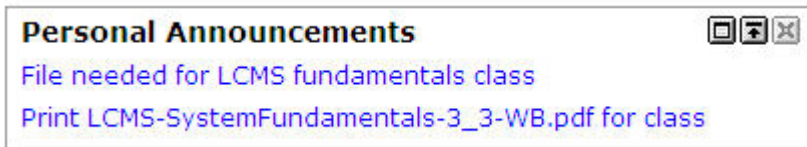
Buttons (top-right)




Tabs (across top of channels)



Channels (Throughout Spot; as in this example of the Personal Announcements channel)



In the Spot channels, information can be displayed in different ways. Some information opens in Spot directly. When working with these channels, you select the **Back To** link to return to the Spot channels instead of closing the page. For example, suppose you are in your Home tab and decide you want to organize your Personalize tab; you would select Content Layout, add the channels and tabs you wish to place in your Personalize tab and then select  [Back to Home Tab](#)

Other channels/links that rely on the **Back To** function include

- My Account (top-left of every page)
- Home tab
 - Personal Announcements
 - Extension Announcements
- Benefits tab
 - Employment Details
 - Time Reporting
- Supervisors tab (Restricted, not available to all Spot users)
 - My Banner
 - Approval Alerts
 - Time Approval
 - E~Print

The rest of the channels in Spot open in a separate window that you close when finished.