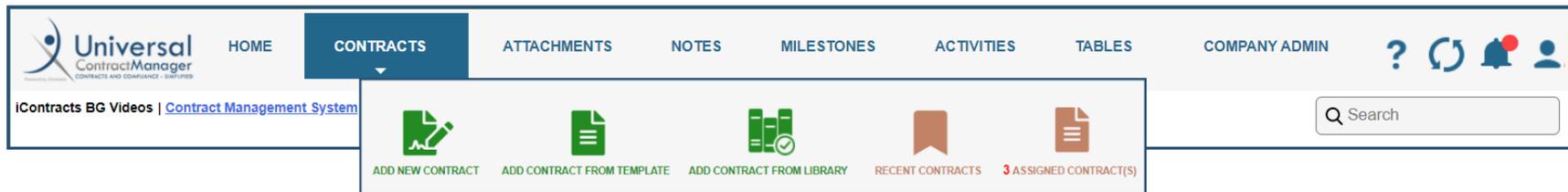
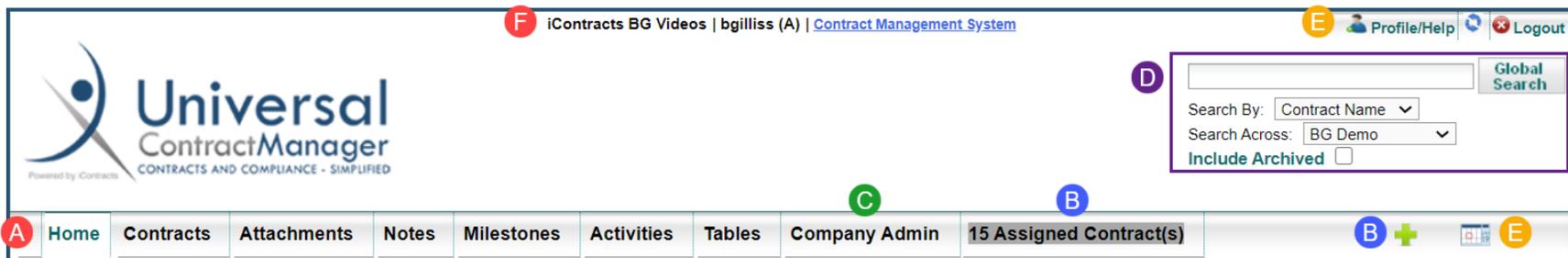


# The *NEW* Enterprise Ribbon



On December 7<sup>th</sup>, UCM will be getting a new look Enterprise Ribbon as the first of many “makeovers” to come in the next few months. The updated look and feel will add more global actions throughout the system, as well as making it faster than ever to navigate to Administrative sections. There is nothing that is being removed from the current Enterprise Ribbon, but, we have rearranged some items, and added a few new ones as well!

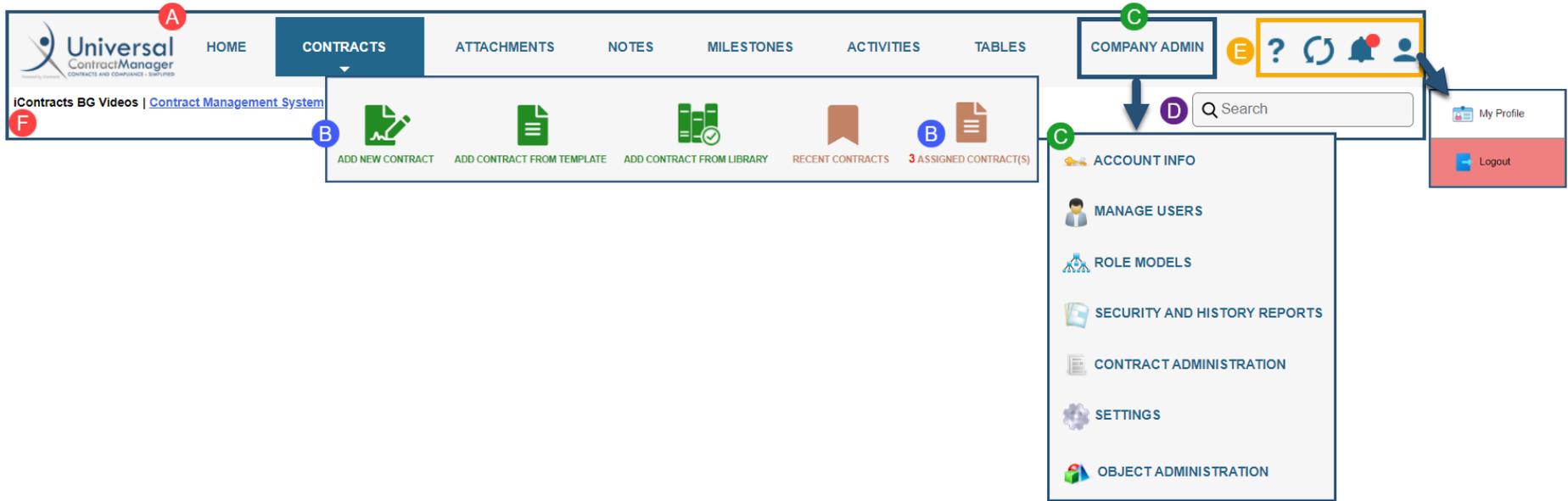
Below is the old Enterprise Ribbon, with specific elements that have moved location marked. On the next page, is the *NEW* Ribbon with the same areas marked for reference. Please use these if you are having any difficulty navigating the new Ribbon.



<b>A</b>	The <i>Enterprise Ribbon Tabs</i> . Takes you <i>Home</i> or to a global grid of all the items in the database, which you can run <i>Views</i> to report on.	<b>D</b>	The <i>Global Search</i> , which allows you to search through all your Contracts by <i>Name, ID, Summary Data, or Attachment Text</i> .
<b>B</b>	<ul style="list-style-type: none"> <li>The <i>Assigned Contracts</i> tab for any Contracts currently in a <i>Workflow Stage</i> you are assigned to.</li> <li>The <i>Direct Entry +</i> which allows you to enter a new Container from anywhere in the system.</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li><i>Profile/Help</i> allows you to edit certain Profile settings, as well as allowing you to access the <i>Knowledgebase, LMS</i> (if purchased), and <i>Admin Directory</i>.</li> <li>The <i>blue refresh arrows</i> reset your security permissions and loads and new contracts that were entered by others during your current session.</li> <li><i>Activity Center</i> will show you all current outstanding <i>Activities</i> assigned to you.</li> </ul>
<b>C</b>	Access to the <i>Company Admin</i> section of UCM, which allows for managing Users, system elements, global settings, and more.	<b>F</b>	Current System and User information in the following order: <i>Company Name   Username (User Type)   Current Object</i>

# The NEW Enterprise Ribbon

Items that have been moved or updated will appear **bold** in the table below.



<b>A</b>	<p>The <i>Enterprise Ribbon Tabs</i>. Takes you <i>Home</i> or to a global grid of all the items in the database, which you can run <i>Views</i> to report on.</p> <p><b>Hovering over <i>Contracts</i> will give you a dropdown menu with New Contract Entry options!</b></p>	<b>D</b>	<p>The <i>Global Search</i>, which allows you to search through all your <i>Contracts</i> by <i>Name, ID, Summary Data, or Attachment Text</i>.</p> <p><b>With the NEW Ribbon, <i>Global Search</i> will normally be a condensed bar, but as soon as you select it, all previous search option will appear.</b></p>
<b>B</b>	<ul style="list-style-type: none"> <li>The <i>Direct Entry +</i> icon has been replaced by the option to select from <i>Direct Entry, Templates, or Library Templates</i> from anywhere in the system, not just the home screen!</li> <li><b><i>Assigned Contracts, as well as Reviewers, has moved to this hover over as well. The number of Contracts currently assigned remains in red text.</i></b></li> <li><i>Recent Contracts</i> will take you back to the <i>Home page</i></li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li><i>Profile/Help</i> allows you to edit certain Profile settings, as well as allowing you to access the <i>LMS</i> (if purchased) and view the <i>Admin Directory</i>.</li> <li><b><i>Notification Bell</i> will show you ALL current outstanding Notifications assigned to you, not just Activities. A red dot will indicate if you have items to review</b></li> <li>The <i>blue refresh arrows</i> reset your security permissions and loads and new contracts that were entered by others during your current session.</li> <li><b>The <i>Question Mark</i> will take you directly to the UCM Knowledgebase</b></li> </ul>
<b>C</b>	<p>Access to the <i>Company Admin</i> section of UCM, which allows for managing Users, system elements, global settings, and more.</p> <p><b>With the NEW Ribbon though, you will now receive a hover over menu that allows you to select which Admin Section you would like to go to! Save clicks &amp; time!</b></p>	<b>F</b>	<p>Current System and User information in the following order: <i>Company Name   Current Object</i></p> <p><b><i>Username (User Type)</i> has been moved to the <i>Profile/Help</i> section when you hover over the orange icon.</b></p>