



# User Guide

About MAPnet - Start-Up Processing  
Accessing MAPnet

▶ **Navigating in MAPnet**

Budget Information

Forecasting Function

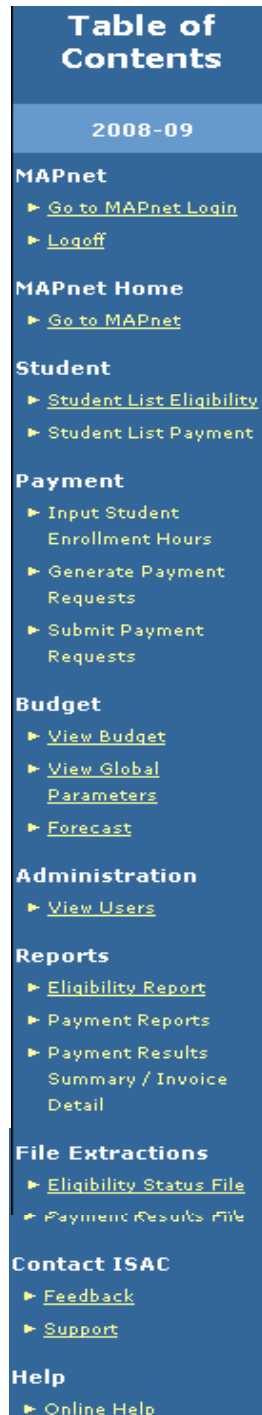
Student Eligibility

Formula and MAP Award Validation Tool

# Table of Contents Side Panel

The many functions of MAPnet are listed and accessed from the Table of Contents side panel. **Select** the desired function from the side panel to navigate through the system.

As you navigate through the system and reach different pages, different options may appear on the side panel. A “Logoff” option is available on every screen that will log the user off of the system and return to the MAPnet logon screen.



The screenshot shows a vertical sidebar menu with a dark blue background and white text. At the top, it says "Table of Contents" in a larger font. Below that is a lighter blue bar with the text "2008-09". The menu is organized into several sections, each with a bold heading and a list of links. The sections are: MAPnet (with links for "Go to MAPnet Login" and "Logoff"), MAPnet Home (with link for "Go to MAPnet"), Student (with links for "Student List Eligibility" and "Student List Payment"), Payment (with links for "Input Student Enrollment Hours", "Generate Payment Requests", and "Submit Payment Requests"), Budget (with links for "View Budget", "View Global Parameters", and "Forecast"), Administration (with link for "View Users"), Reports (with links for "Eligibility Report", "Payment Reports", and "Payment Results Summary / Invoice Detail"), File Extractions (with links for "Eligibility Status File" and "Payment Results File"), Contact ISAC (with links for "Feedback" and "Support"), and Help (with link for "Online Help").

<b>Table of Contents</b>	
2008-09	
<b>MAPnet</b>	
▶	<a href="#">Go to MAPnet Login</a>
▶	<a href="#">Logoff</a>
<b>MAPnet Home</b>	
▶	<a href="#">Go to MAPnet</a>
<b>Student</b>	
▶	<a href="#">Student List Eligibility</a>
▶	<a href="#">Student List Payment</a>
<b>Payment</b>	
▶	Input Student Enrollment Hours
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▶	<a href="#">View Budget</a>
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▶	<a href="#">Support</a>
<b>Help</b>	
▶	<a href="#">Online Help</a>

# How To Use Help

The Online Help screen consists of two frames. The first frame will display: a Table of Contents, an Index, or Search functionality. The second frame will display the help text selected. Also within the Help screen is a search function which allows the user to search for a specific word within the help text.

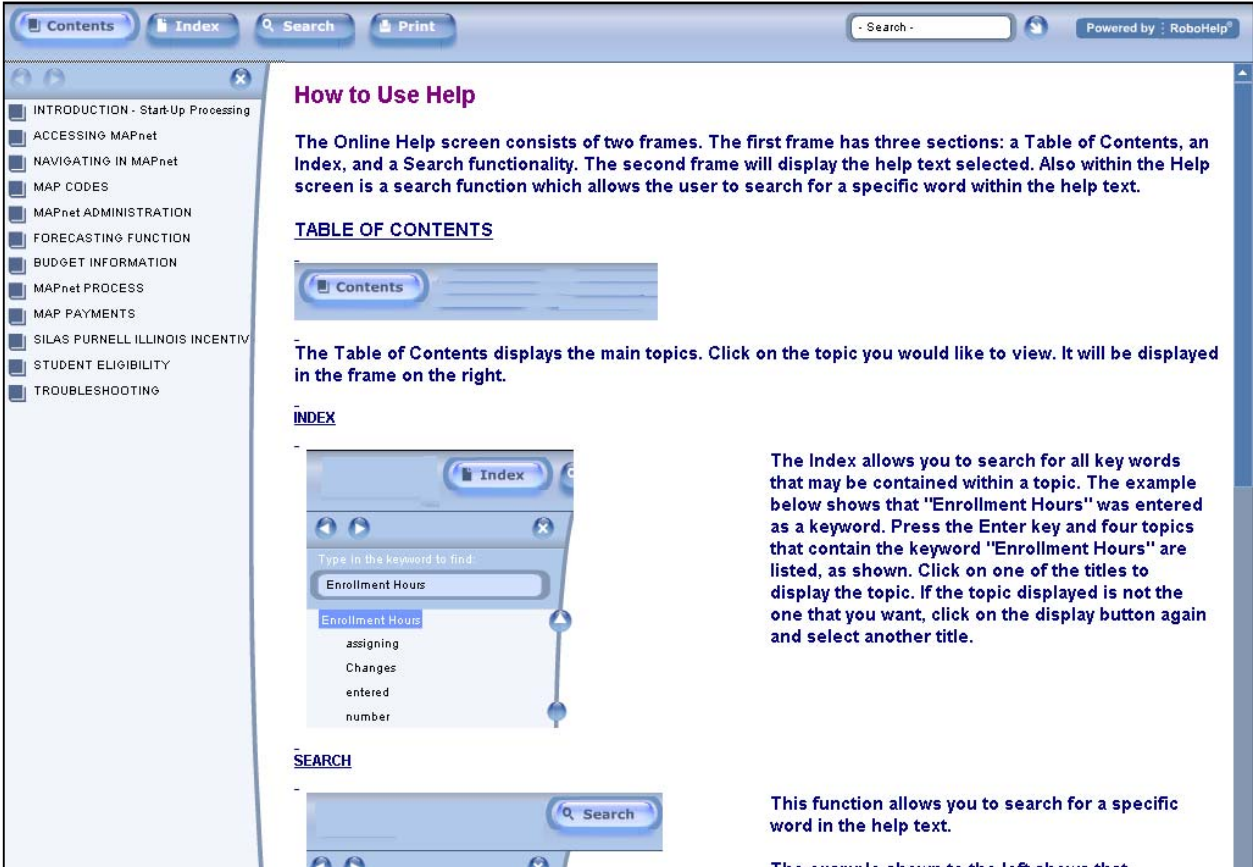
NOTE: When first entered the MAPnet Help Text does not display the first frame. Click on Show and it will be displayed.

## Table of Contents:

The Table of Contents displays the main topics. Click on the topic you would like to view. It will be displayed in the frame on the right.

## Index:

By typing in a keyword you can access different sections of the index without using the scroll bar. As you begin to type the list will display that portion of the index.



**How to Use Help**

The Online Help screen consists of two frames. The first frame has three sections: a Table of Contents, an Index, and a Search functionality. The second frame will display the help text selected. Also within the Help screen is a search function which allows the user to search for a specific word within the help text.

**TABLE OF CONTENTS**

The Table of Contents displays the main topics. Click on the topic you would like to view. It will be displayed in the frame on the right.

**INDEX**

The Index allows you to search for all key words that may be contained within a topic. The example below shows that "Enrollment Hours" was entered as a keyword. Press the Enter key and four topics that contain the keyword "Enrollment Hours" are listed, as shown. Click on one of the titles to display the topic. If the topic displayed is not the one that you want, click on the display button again and select another title.

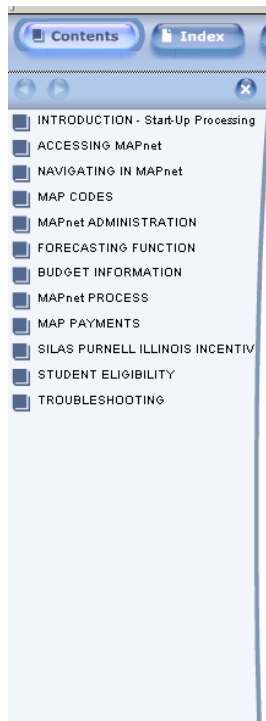
**SEARCH**

This function allows you to search for a specific word in the help text.

The example shown to the left shows that

## Search:

This function allows you to search for a specific word in the help text. The example shown below shows that “amount paid” was entered after the search tab was selected. Next, press the Enter key or click the **GO** button. A listing of topics that contain the words "amount paid" will be displayed. Click on the topics that you want to view.



## Help Text

Within help text the second frame (on the right) displays the text for the topic that you selected. Within this text there can be the following:

### Jumps

An arrow is displayed together with text that informs you of another topic that is related to the one that you are viewing. Click on the arrow to display the other topic.

### Popups

Within the topic that you are viewing, there may be text that is underlined and displayed in light blue. By clicking on this text, a popup will be displayed that will provide you with more information concerning the topic that you are viewing. To return to the current topic, click anywhere within the popup box.