NAVIGATING FAST VERSION 4.3.08

Welcome to FAST Version 4.3.08. This update includes all applications in the FAST Suite of tools used at KPU:
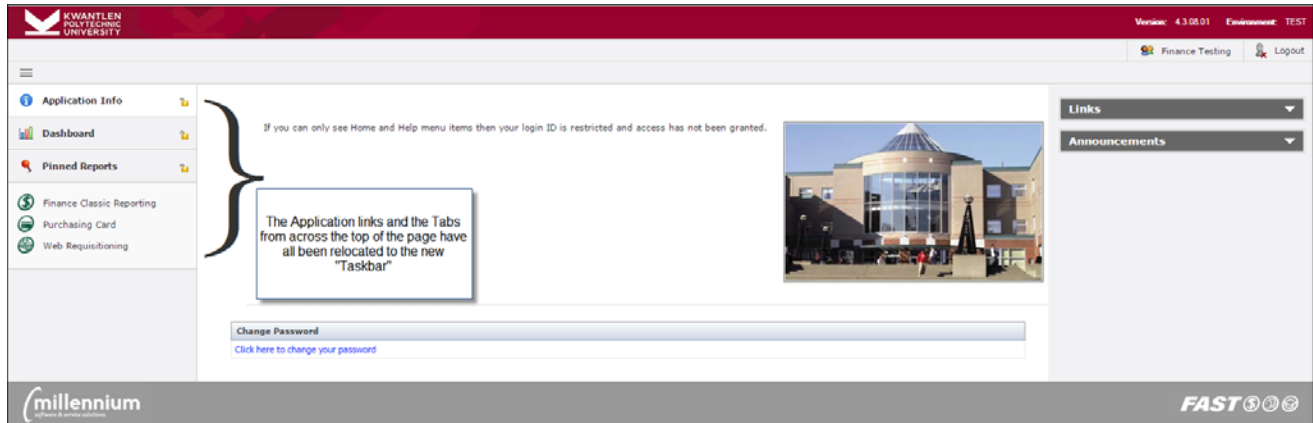
- FAST Finance Classic Reporting
- FAST PCard
- FAST Webreq

The most noticeable change in the new version is in the "appearance" of the Homepage and how to navigate to your application.
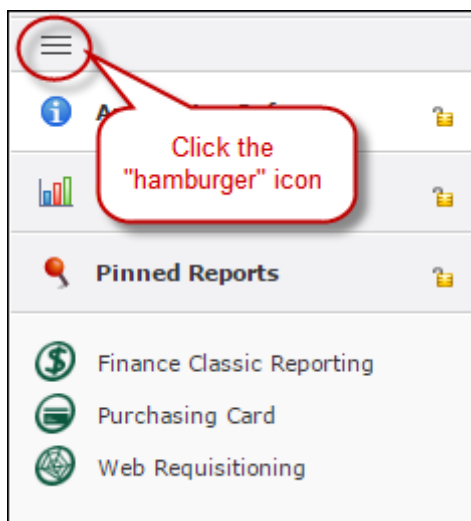
The FAST Homepage and FAST Application pages have a new "look and feel" but functionally work exactly the same as they did before.

The FAST Homepage

The "Application" links have been moved from the right-hand side of the screen to the left, and the "Tabs" across the top of the screen have also been moved to the left side of the screen in a new "Taskbar".
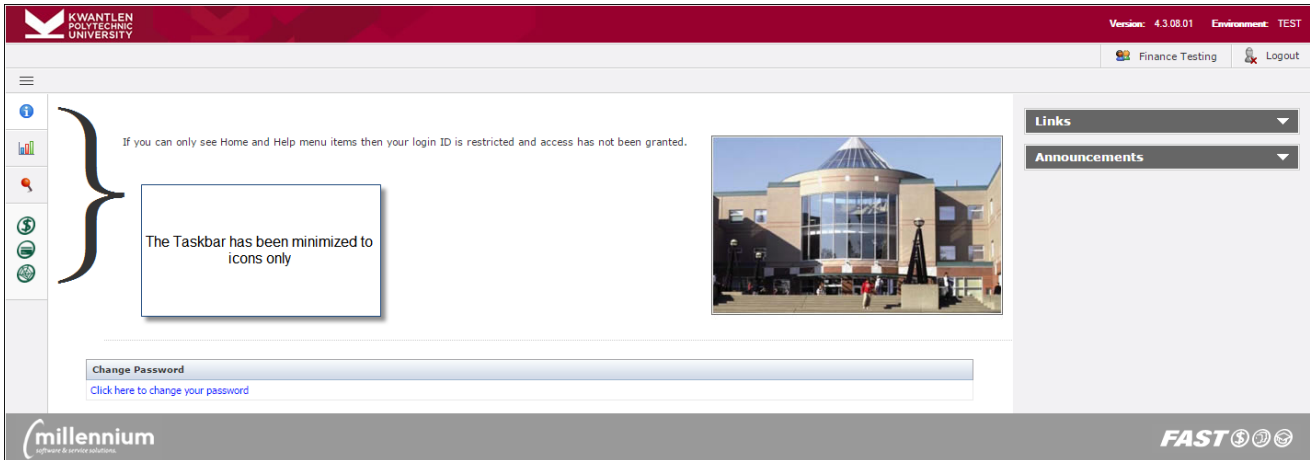

The Taskbar has the added feature of "minimizing" or "maximizing" to provide more "screen" real estate for users. Simply click the "hamburger" icon above the Taskbar and the taskbar will "minimize" to only display icons, or click the "hamburger" icon again to "maximize" the taskbar to display the full items.

Click the "hamburger" icon to minimize the taskbar to icons only

Minimizing the taskbar provides more screen space while providing the ability to quickly navigate to where you need to go.
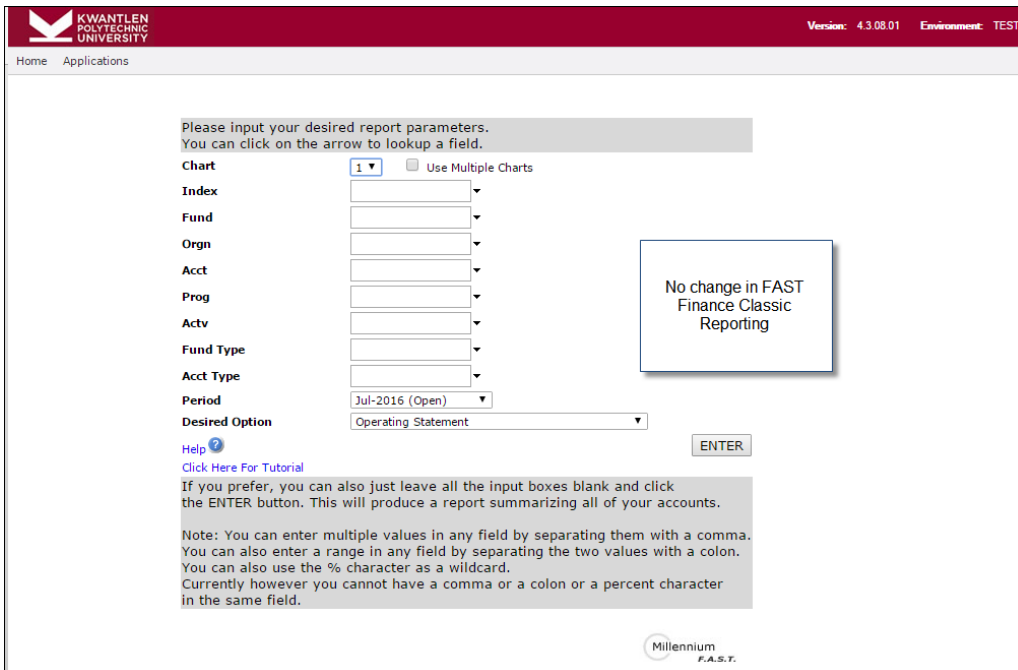

Simply click the "hamburger" icon again to maximize the taskbar to display full links to applications and functions.

This navigation functionality is available within FAST PCard and FAST Webreq applications. FAST Finance Classic still functions, looks and feels the same as it did before.
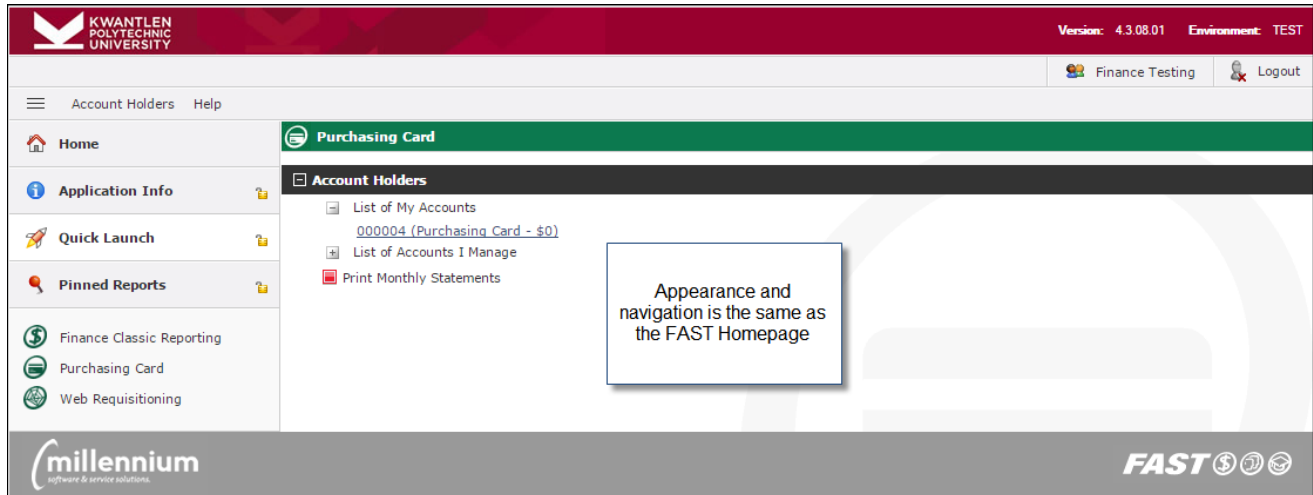
FAST Finance Classic Reporting

No change in appearance or navigation within FAST Finance Classic Reporting

FAST PCard

The appearance and navigation for FAST PCard is the same as the FAST Homepage with the introduction of the new Taskbar.

FAST Webreq

The appearance and navigation for FAST Webreq is also the same as the FAST Homepage with the introduction of the new Taskbar.