QuickLinks Functional Requirements

Summary
This document outlines the functional requirements for enhancements to the Quick Links module for myMiami. These enhancements would allow great customization by users and allow much easier access to links. This module will now become the primary source for static links.

Current
The current Quick Links (shown to the right) is a “one size fits all” module - IT Services determines the links that appear rather than allowing users to tailor the links to their own needs. In addition, all links appear for all users. For example, if a student is not a university employee, the Time Entry (Kronos) link appears in the Quick Links even though it is of no use to them.

In addition, links to other “commonly” accessed web services are scattered throughout the portal (primarily on the School Services page). These links are roughly organized by subject area. However, users have expressed frustrations in locating links as they are organized currently.

New Quick Links Module
The new Quick Links Module will have 2 distinct sections: A favorites section that will resemble the current Quick Links in appearance and functionality and a “rolodex” section that will allow users to access links from an alphabetical list. The parts should have the following common features:

- The user should be able to select between favorites (the default) and each letter of the alphabet (for the rolodex feature) regardless of which part is currently displayed.

- Links should consist of the following:
  - a short name (e.g. “BannerWeb”). The short name is what is displayed for a link.
• a longer description (e.g. “Register online, check grades, get account information, and more”). The longer description should appear on “mouse-over”.

• a URL to that web page. The URL should allow variable components including userid, primary role, etc.

• an attribute to determine if the link should open within the current portal tab, within this window, or in a new window.

• an attribute to determine if the link should only be active if the user has logged into myMiami.

• the owner(s) of this link. This may be used in a future version to allow the owner to administer the link information.

• Links should always be shown in alphabetical order.

• Clicking on a link should be logged for future usage statistics.

• The list of entries for each section could be very long. A mechanism (shown as a scroll bar in the “Rolodex” mock-up) may need to be added to deal with these long lists of entries.

The favorites and “rolodex” sections are described below.

**Favorites Section**
The favorites section resembles the current Quick Links module. A mockup is shown to the right (the actual design may differ in appearance).

The favorites section should have the following features:

• Default section - the favorites section should be the default section displayed.

• Default links - the system should initially display a default set of links. The links in the current Quick Links module should be used as a starting point for this default list.
• Remove favorites - users should have a mechanism for removing links from their Favorites list (shown in the mockup as “(-)”) if the link is not locked (see below).

• Add favorites - users should be able to add links from the “rolodex” or “My Links” section to the favorites section (see below).

• Locked favorites - system administrators should be able to “lock” links so they cannot be removed from the Favorites section (e.g. BannerWeb in the mock-up above).

• Forced entries - new default entries should be able to be “forced” into every user’s favorites list. These entries may be locked or not locked.

• Criteria based defaults - default entries should appear based on role or organization/course membership (e.g. Time Entry should only show up by default for employees). Defaults entries should appear at a later date if the user’s attributes change (student who becomes an employee should begin seeing the Time Entry link when that attribute is assigned to them). In addition, criteria should allow boolean expressions. For example, ‘employee’ AND ‘campus_oxford’.

• Users should be able to add their own personal links to their favorites (shown as the “Create a new personal link” in the example above). Users should be able to remove or edit personal links once they are added.

“Rolodex” Section

The “Rolodex” section consists of a set of links corresponding to the letters of the alphabet. Clicking on a letter displays links starting with that letter. A mockup is shown to the right (the actual design may differ in appearance).

The “rolodex” section should have the following features:

• Multiple entries - a link may appear under multiple short names (e.g. Graduation and Commencement). These short names should be tied together rather than be-
ing separate entries so that maintenance done on one (change in URL) is automatically applied to all.

- Hierarchy - entries may be part of a grouping. For example, Marching Band or Music Department in the mock-up above. The number of levels should not be limited (only 2 levels are shown above). Entries at any level may or may not be links (see Marching Band vs. Music Department in the example above).

- Add to Favorites - a mechanism should be provided to allow the user to add an entry to their favorites (shown as the “(+)” link in the mock-up above).

- Suggest new entries - a mechanism should be provided to allow users to suggest new links for the “rolodex” section (shown as “Suggest New Entry” in the mock-up above). This mechanism should prompt the user for information concerning the link (short name, description, URL, etc.) and email a system administrator for approval and action.

- Long lists - The list of entries could be very long for each letter of the alphabet. A mechanism (shown as a scroll bar in the mock-up) may need to be added to deal with these long lists of entries.

Revisions
4/11/2005
  - Initial version
4/19/2005
  - Added option for links to require login into the portal
6/9/2005
  - Many revisions based on feedback, including:
    - remove My Links section and combined it into the Favorites section
    - changed add and remove links to (+) and (-)