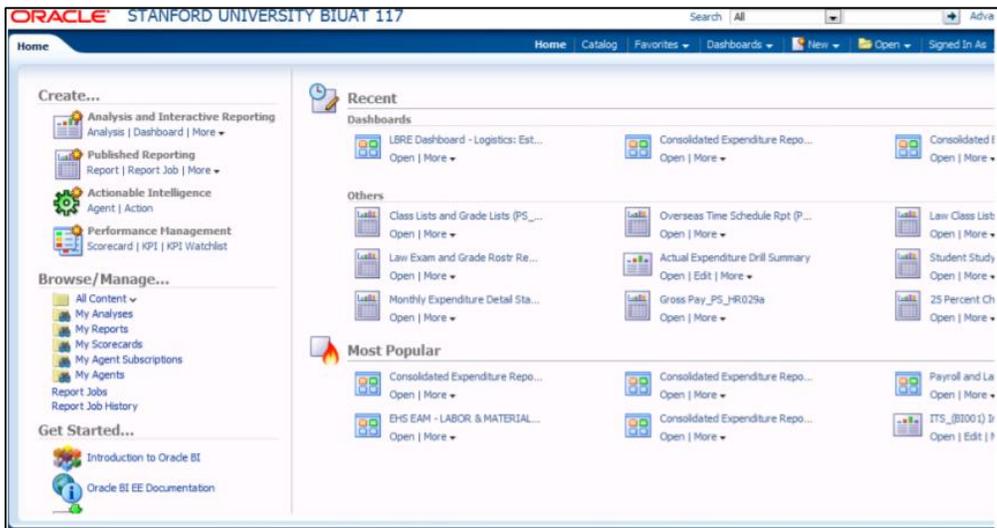


Summit Quick Reference Guide

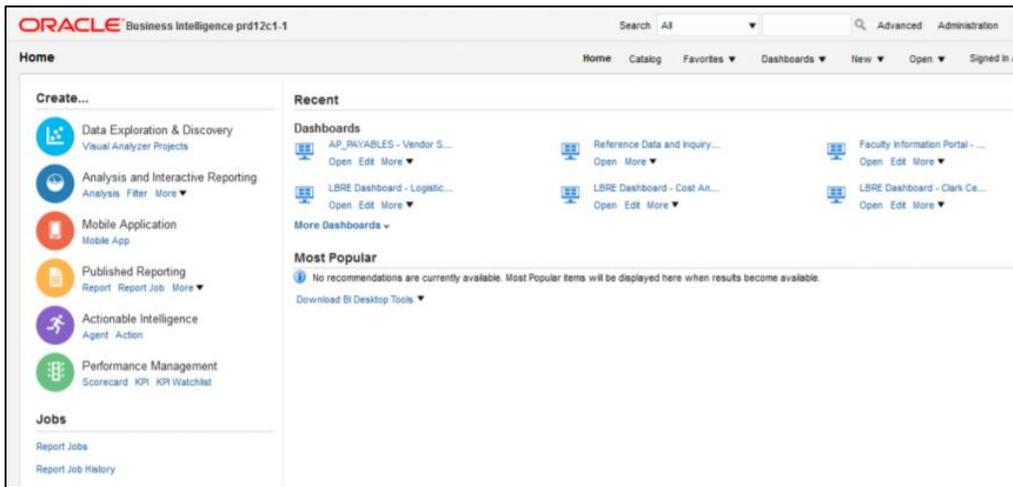
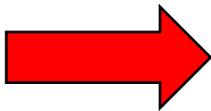
New Features & Enhancements

- 1) The new version of Summit has a new user interface (UI) design which is cleaner looking.

Prior Version

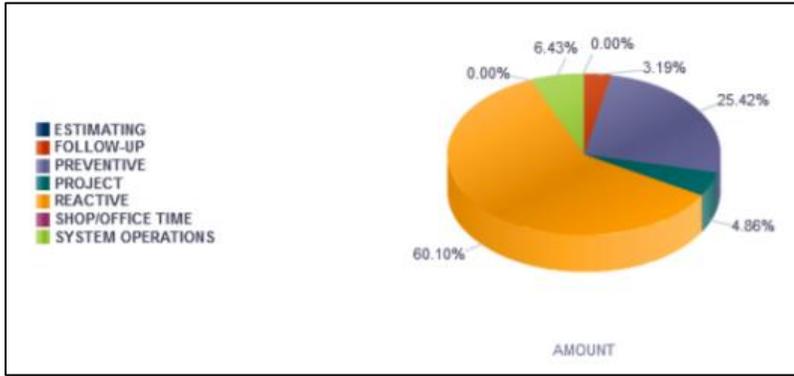


New Version

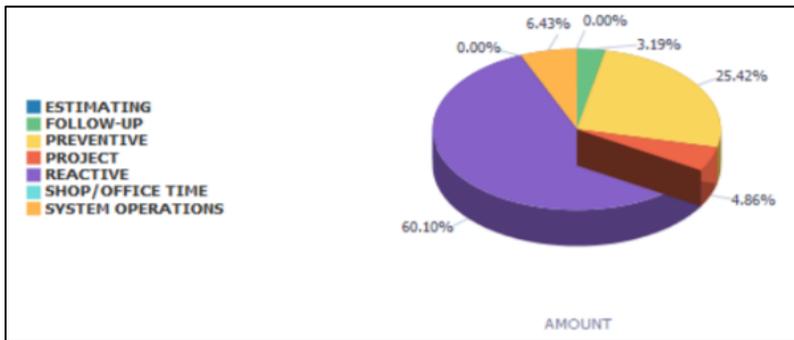
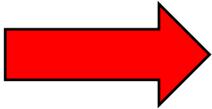


- 2) The new version of Summit also has simpler, flat graphics with overall improved renderings.

Prior Version

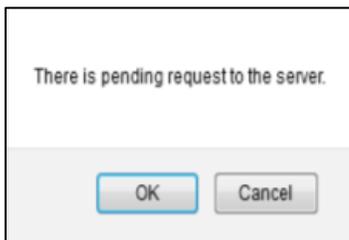


New Version



- 3) The new version of Summit no longer has a “There is pending request to the server” pop-up confirmation when there is a pending dashboard request. Though the request has been made, there is no notification.

Prior Version



See FAQs on next page.

Frequently Asked Questions (FAQ)

Q: What user name and password do I use to log into the new version of Summit?

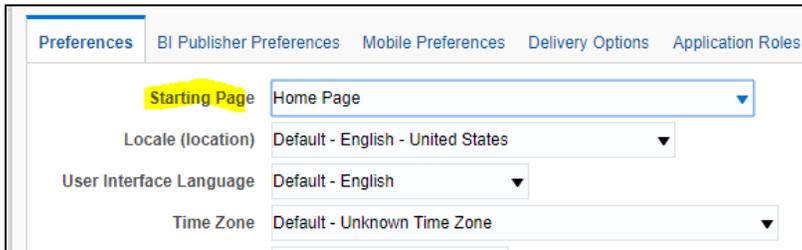
A: Users will use their SSO log-in and password to log in.

Q: Will my existing bookmarks work?

A: No, they will not. The new environment will have a new link that will be available at go-live.

Q: Why do I see the Home Page instead of my preferred dashboard?

A: Set a preferred default by clicking on “My Account” under your name in the upper right-hand corner and choosing your starting page.



The screenshot shows a user interface for preferences. At the top, there are tabs: "Preferences" (selected), "BI Publisher Preferences", "Mobile Preferences", "Delivery Options", and "Application Roles". Below the tabs, there are four settings, each with a label and a dropdown menu:

- Starting Page**: Home Page
- Locale (location)**: Default - English - United States
- User Interface Language**: Default - English
- Time Zone**: Default - Unknown Time Zone

Q: Do I need to set my preferred time zone?

A: No, time zones will automatically set. Adjusting them will cause issues with datetimes in reports.

Q: What if I see issues with the information on a dashboard and/or identify content missing from the prior version?

A: Through February 15th there will be in a heightened issue review period. Issues should be emailed to:

- HRSysGroup@umassmed.edu for **employee system** dashboard questions or

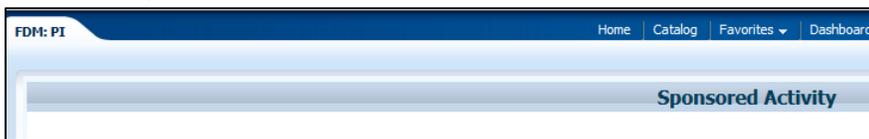
- Summitusers@umassmed.edu for **financial** system dashboard questions

Q: Are there any special considerations that I should be aware of?

A: When navigating to a hidden dashboard page the other pages in the dashboard are now visible where they were hidden in the prior version. Users need to continue to use the bread crumbs to navigate back to the previous page rather than clicking on the tab as the tabs hold prompts that may not exist on the Summary page therefore changing the results.

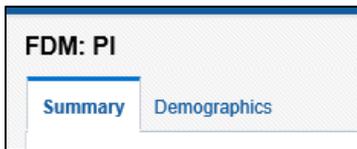
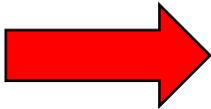
Prior Version

No tabs are presented

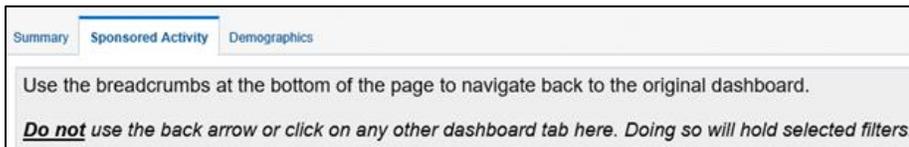


New Version

Visible tabs before navigation



Visible tabs after navigation



The above message has been added to the pages to indicate that users need to use the bread crumbs to navigate back to the previous page.