Menu Changes in Alma’s New UI

Dropdown Menus

One of the biggest differences in Alma’s new UI is that the each functional area now has its own dropdown menu.

Previously, options for each functional area were available under the “Alma” button at the top of every screen, separated into columns.
In the new UI, the Alma label is no longer clickable, and each functional area has its own dropdown menu:

![Dropdown Menu](image)

In most cases, the menus under each dropdown are identical to the old UI’s columns. However, some menus have changed slightly.

**Acquisitions**

**Search PO Lines** is no longer a clickable link. Instead, use the embedded search bar beneath the dropdown menus:

![Embedded Search Bar](image)

**Search for Invoices** is no longer a clickable link. Again, this is now in the embedded search bar beneath the dropdown menus.

**Manage Import Profiles** has been added to the “Import” sub-menu. Previously, this item was only available in the configuration screen.

**Resources**

The menu has been renamed from “Resource Management.”

The **search submenu** has been removed. You can search the repository using the embedded search bar.

**Manage Exports** has been moved to the “Admin” menu.
Manage Collections now appears under the “Manage Inventory” submenu.

Manage Import Profiles has been added to the “Import” submenu. Previously, this item was only available in the configuration screen.

Manage deleted repository and Restore Jobs have been added under the “Advanced Tools” submenu.

Fulfillment

Approve Digitization Requests has been renamed Approval Requests List.

Administration

The administration menu has been split, with analytics items now appearing under the Analytics menu, while user management and set/jobs management appearing under the Admin menu.

Restore Jobs has been moved to the “Resources” menu.

Analytics

The analytics menu in the old UI displayed any reports which had been added to the objects list. In the New UI, it also contains configuration options for the objects list and the links into Oracle BIEE to design new analyses and dashboards:

Configuration Menus

Previously, configuration menus were also located in the functional area columns. To access configuration menus in the new UI, you must now click the “Open Alma Configuration” button, a small gear located at the top right:
From this screen, you will be given options to configure each functional area:

![Alma Configuration Screen](image)

In **almost all cases**, the functional area for the configuration options are the same in the old and new UIs. (e.g. "reporting codes" can still be found under Acquisitions on the configuration screen).

However, a few configuration options have changed locations:

<table>
<thead>
<tr>
<th>Menu option</th>
<th>Old UI location</th>
<th>New UI location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publishing Profiles</td>
<td>Resource Management Configuration &gt; Record Export</td>
<td>Resources Menu &gt; Publishing</td>
<td></td>
</tr>
</tbody>
</table>
| Import Profiles | Resource Management Configuration > Record Import | Resources Menu > Import | Renamed "Manage Import Profiles"
| Import Profiles | Acquisition Configuration > Purchase Orders | Acquisitions Menu > Import | Renamed "Manage Import Profiles"

Analytics options now have their own configuration screen.
To jump straight to a known configuration menu link, you can also use the “Filter List” search bar instead of clicking into the functional area.

However, note that the current location selected for configuration affects which links appear in the filtered results. Some links will be returned only at the institution level and others only at the library level.

Created by Stewart Baker (WOU) and Tamara Marnell (COCC) for Orbis Cascade Alliance
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Quick Links Menu

Another new option in Alma’s New UI is the “Quick Links” menu, hidden behind the star.

This menu is configurable by each user. To add items to it, open a menu and hover the mouse to the left of a menu option until a dark grey star appears:

Once you click the star, it will turn blue and the menu item will appear on the quick links menu:

The menu will display the first four or five items starred (depending on character length), with the remainder appearing behind the ellipsis (…) link.