



## KEES Homepage and KEES Navigation

The screenshot shows the KEES homepage interface. Callout 1 points to the 'Kansas Eligibility Enforcement' logo. Callout 2 points to the top right utility menu containing 'Journal', 'Tasks', 'Reminders', 'Contact Log', 'Logout', and 'Help'. Callout 3 points to the 'Global Navigation' row of tabs including 'Case Info', 'Eligibility', 'Services', 'Resource Databank', 'Fiscal', 'Special Units', 'Reports', 'Document Control', 'Admin Tools', and 'Worker Portal'. Callout 4 points to the 'Local Navigation' row of tabs including 'Workload Inventory', 'Case Summary', 'Customer Information', 'Reporting', 'Distributed Documents', 'Customer Schedule', and 'Courtesy Month'. Callout 5 points to the 'Quick Search' section with radio buttons for 'Case Number' and 'Request ID', a search input field, and a 'Go' button. Callout 6 points to the 'Task Navigation' list on the left side, which includes links like 'Case Summary', 'Contact', 'Negative Action', 'New Program', 'New Person', 'Hide Person', 'EBT Case List', 'Issuance History', 'Expungement History', 'Case Flag', 'Legacy Case', 'Confidentiality', and 'Authorized Representative'. On the right side of the screenshot, user information is displayed: 'User : Training24', 'Env : NPD34', 'Ver : 3.0.0.079.1', and 'Time : 05/24/2017 08:39 AM'.

- 1. KEES Icon:** Returns user to the KEES homepage and out of the context of the case
- 2. Utility Navigation:** Listed in a horizontal row across the top right section
  - Usable functions: Journal, Tasks, Contact Log and Logout
- 3. Global Navigation:** Series of tabs at the top of every KEES page that organize and provide access to pages in KEES by topic
- 4. Local Navigation:** Series of tabs just below Global Navigation that organize and provide access in KEES by topic
  - Is dynamic based on Global Navigation selections
  - Tabs display based on a user's security rights
- 5. Quick Search:** Used when a case number is known
- 6. Task Navigation:** Series of hyperlinks displaying on the left side of the KEES page below Global and Local Navigation
  - Is dynamic based on the Global and Local Navigation selections
  - Darkened Task Navigation indicates the user's selection
  - Options display based on a user's security rights



## User Manual Navigation

As of 4/12/2017

- Working in KEES
- Accessing KEES
- KEES Home Page
- KEES Navigation