Agiloft Upgrades in November 2022
Agiloft underwent mandatory updates to navigation menus and the system’s look and feel on November 12th. Below is a list of changes.

*Note: these changes do not apply to the standard end user interface used by some in the contract creator role.*

**New Features and Enhancements**

- **Menu** – The Main Navigation is now located at the top of the screen instead of the left-hand navigation. Tables and groupings not located on the main menu at the top can be found on the main navigation icon (series of 9 dots at top left, also called a bento icon).
- **Search** – The enhanced Global search box in the middle of the top of the page now lets you use the dropdown arrow to select a specific table for better results. The results will load on a new, easy to use search menu on the right side of the page.
- **Agiloft FAQ** – There is a new menu item in the top navigation menu called Agiloft FAQs which includes answers to common questions, training materials and reference guides.
- **Status Indicators** - Color coded blocks now reflect the status of contract records on contracts table views next to the contract IDs on the most commonly used views.
- **Color Scheme Updates** – The color scheme has been updated to a modernized look.
- **Contract Management Dashboard** – The home page displays have changed slightly to reflect what requires changes and what is in still progress.

**Agiloft Issues after Upgrade**
If you experienced any issues with the recent changes, please contact the following:

- University Contracting – agiloftsupport@slu.edu
- Research Contracting – contracts@slu.edu
Top Navigation Menu Quick Reference Guide (effective Nov 12th)

The main navigation menu is located on the top toolbar (previously left-hand side of the home page page). To view saved searches under each main menu item, click on the title and view options in the drop-down.

The top navigation menu includes:

- **Bento (9 dots menu):** click this icon and then use VIEW ALL to browse a listing of all commonly used tables such as *contract summaries*
- **General** (description of toolbar)
- **Contracts:** includes a listing of contracts you have access to view and any saved searches that are relevant to your role
- **Approvals:** any relevant approvals related to your role, if applicable
- **Companies:** listing of company entries in Agiloft
- **People:** listing of people in Agiloft (external and internal contacts)
- **My Assigned:** contracts or approvals related to your role
- **Last Opened:** the last 3 records you opened
- **Agiloft FAQs:** shows a list of help topics categorized by University Contracting, Research Contracting, or All Contracting Types; includes Q&A, manuals, and guides. Click on the question to view answer and any related attachments.

In addition to the navigation menu, the top navigation includes a new search box that allows for filtering on specific tables (categories) for faster, better results. The search results open on the right-hand side of the page.