

Navigating My Area

8 Steps [View most recent version](#) 

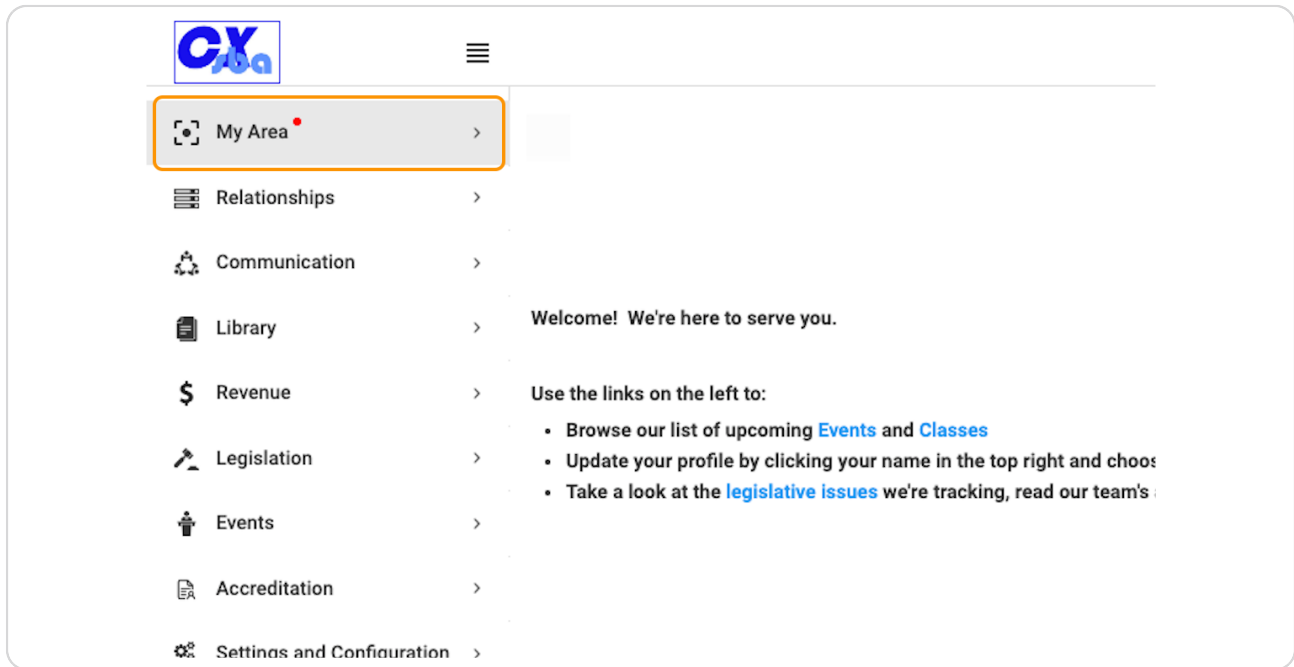
Created by
Engagifii Inc.

Creation Date
November 13, 2023

Last Updated
November 13, 2023

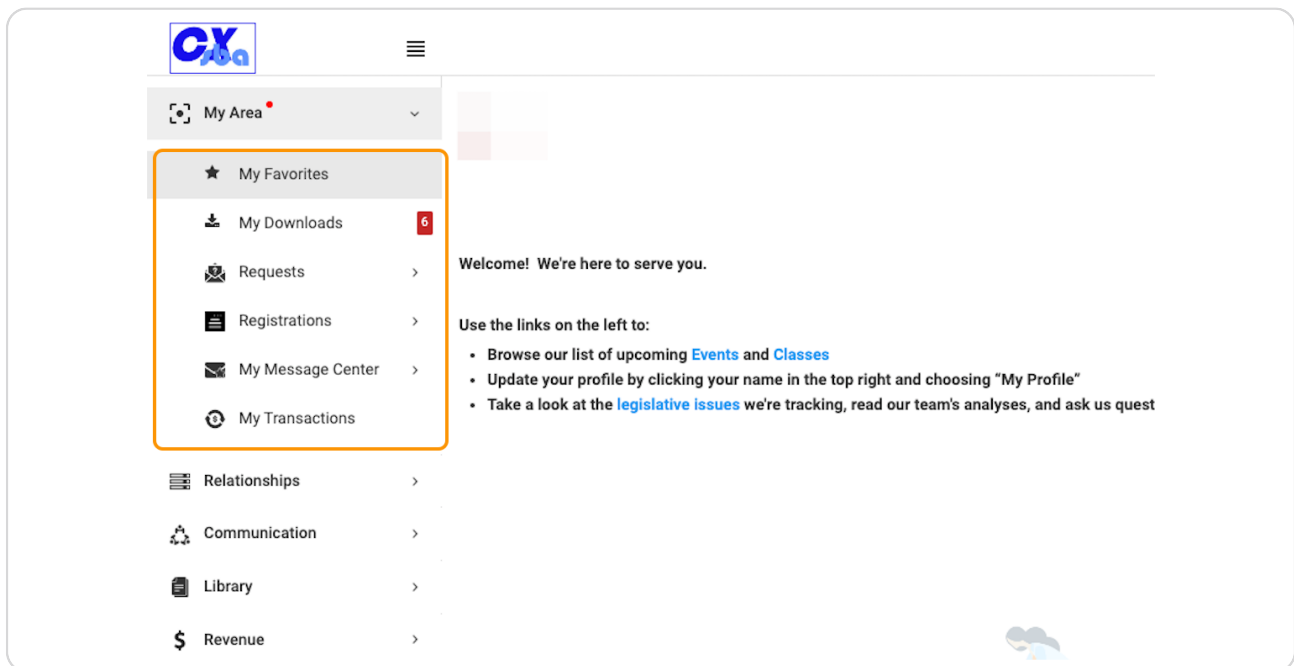
STEP 1

Click on My Area



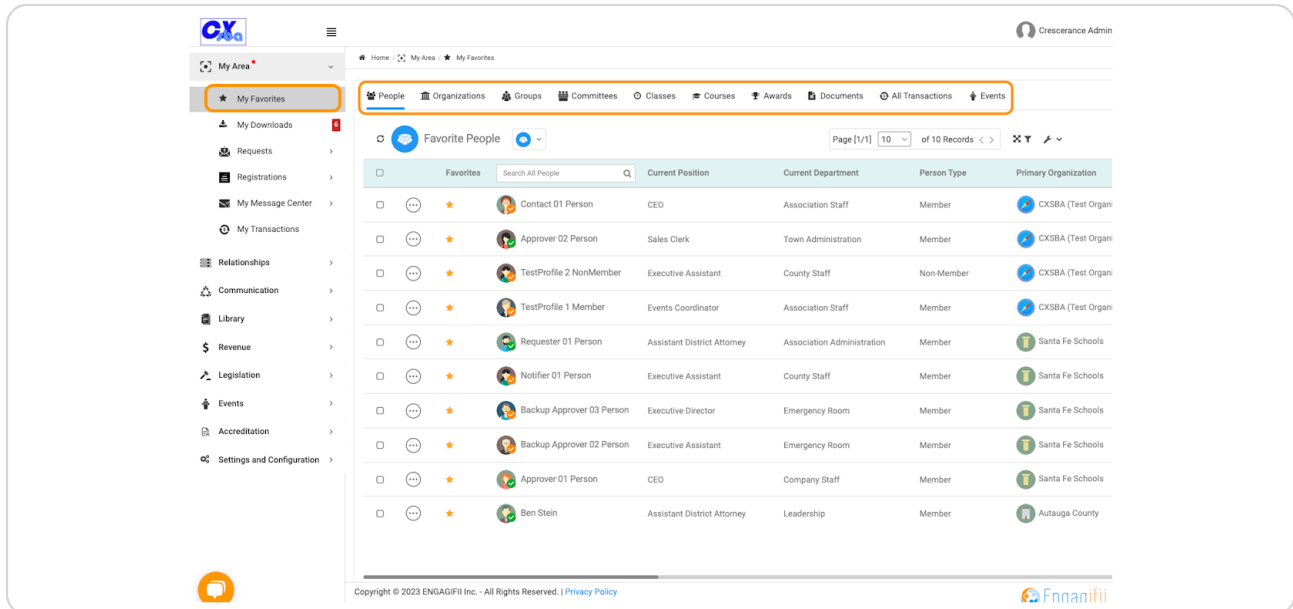
STEP 2

View the menu of options available in My Area



STEP 3

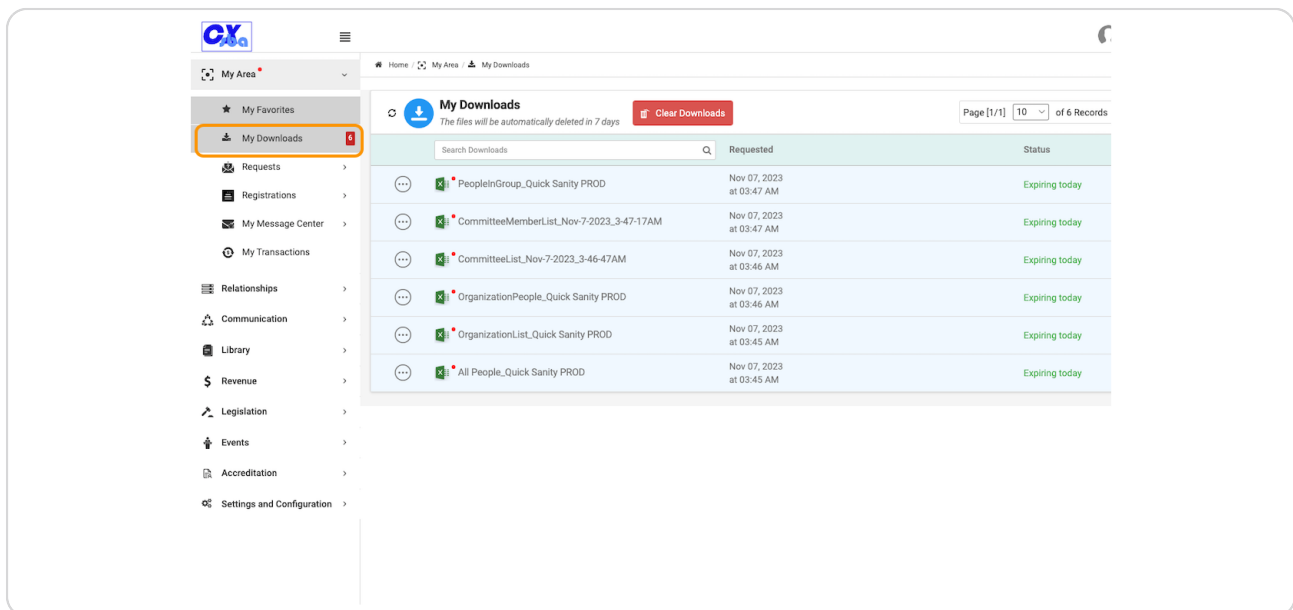
My Favorites will show all objects that you have marked as a favorite. Just click on the tabs to view each category of objects.



STEP 4

Click on My Downloads to view all exports you have requested.

If you have unviewed exports, you will see a number in a red box indicating how many are ready for viewing.



STEP 5

Click on Requests to view All, Pending or My Requests

Depending on your workspace permissions, you may only see My Requests or have limited views of the other tabs.

The screenshot shows the Engagifii interface for viewing requests. The top navigation bar includes a breadcrumb trail: Home / My Area / All Requests. A secondary navigation bar shows counts for various request types: Classes (27), Awards (0), Events (17), Smart Dropdown Values (0), Person Profile Changes (84), Organization Profile Changes (48), and People Record Requests (0). The 'All Requests' tab is selected in the left-hand navigation menu. Below the navigation, a table lists submitted requests. Each row includes a checkbox, a search request field, a search class field, a search requestor field, an approver(s) field, a current position field, a search organization field, an approval status field (all showing 'Approved (0/0)'), and an actions field.

	Search Request	Search Class	Search Requestor	Approver(s)	Current Position	Search Organization	Approval Status	Actions
<input type="checkbox"/>	CL-R-024919	Alliance Day 1 training 02 Oct 2023 at 5:00 AM - 5:00 PM	McBeal, Ally	McBeal, Ally	Events Coordinator	Fancy Win	Approved (0/0)	-
<input type="checkbox"/>	CL-R-024920	Alliance Day 2 training 03 Oct 2023 at 5:00 AM - 5:00 PM	McBeal, Ally	McBeal, Ally	Events Coordinator	Fancy Win	Approved (0/0)	-
<input type="checkbox"/>	CL-R-024918	Alliance Day 1 training 02 Oct 2023 at 5:00 AM - 5:00 PM	sdf, Aladeen	sdf, Aladeen	2 Positions	Oklahoma	Approved (0/0)	-
<input type="checkbox"/>	CL-R-024793	Whole Board Training - 2022 Whole Board Training - 2022 02 Dec 2022 at 8:30 AM - 5:00 PM	Hawkins, Elicia	Hawkins, Elicia	Oncologist	Charleston	Approved (0/0)	-
<input type="checkbox"/>	CL-R-023873	School Board Policy School Board Policy - July Convention	Hughes, Howard	Hughes, Howard	2 Positions	CX School	Approved (0/0)	-
<input type="checkbox"/>	CL-R-023617	Technology Essentials Required Class 2 18 Jul 2023 at 1:00 PM - 5:00 PM	Coors, Michael	Coors, Michael	President	Coors Bre	Approved (0/0)	-
<input type="checkbox"/>	CL-R-023616	School Board Policy Required Class 1 17 Jul 2023 at 1:00 PM - 5:00 PM	Coors, Michael	Coors, Michael	President	Coors Bre	Approved (0/0)	-
<input type="checkbox"/>	CL-R-023604	Alliance Advanced Class 2 20 Jul 2023 at 12:00 AM - 12:00 PM	Hawkins, Elicia	Hawkins, Elicia	Oncologist	Charleston	Approved (0/0)	-

STEP 6

Click on Registrations

Depending on your workspace permissions, you may only see My Registrations or have limited views of the other registrations under All Registrations.

The screenshot shows a sidebar on the left with navigation options: My Favorites, My Downloads (6), Requests, Registrations (highlighted with an orange box), All Registrations (highlighted with a grey box), My Registrations, My Message Center, My Transactions, Relationships, Communication, and Library. The main content area is titled 'All Registrations' (highlighted with an orange box) and features search filters for Registration ID, Group ID, and Event. Below the filters is a table of registration entries:

Registration ID	Group ID	Event
RG-E-014175	GR-R-005844	2 day event
RG-E-014174	GR-R-005844	2 day event
RG-E-013839	GR-R-005654	Crime Scene Response in CI Abduction Cases (CSR CAC)
RG-E-012722	GR-R-003134	Crime Scene Response in CI Abduction Cases (CSR CAC)
RG-E-012586	GR-R-005114	Example AASB Conference

STEP 7

Click on My Message Center to view emails scheduled to send later, drafts and sent emails

The screenshot shows the 'My Message Center' page. The sidebar on the left has 'My Message Center' (highlighted with an orange box) expanded to show 'Send Later', 'Draft', and 'Sent'. The main content area is titled 'Drafts' and 'Compose a message'. It displays a list of messages with columns for Favorites, Media, and Search Subject. The messages shown are:

- Message Text
- Subject Line

STEP 8

Click on My Transactions to view all your associated transactions

The screenshot displays the 'My Transactions' interface. The left sidebar contains a navigation menu with 'My Transactions' highlighted. The main content area shows a table of transactions with the following data:

Favorite	State Creation Date	Due Date	Type	Search ID	Search Buyer Name or Org Name	Balance	Issued Against	Amount	Activity	Status
<input type="checkbox"/>	Sep 13, 2023		Invoice	Inv 10000015	ACCA Crescerance Admin	\$0.00		\$599.00		Paid
<input type="checkbox"/>	Sep 13, 2023		Credit Note	Cn 10000004	ACCA Crescerance Admin	\$0.00	Inv 10000015	\$599.00		Used
<input type="checkbox"/>	Sep 13, 2023	Overdue On: Sep 1, 2023	Invoice	Inv 10000018	ACCA Crescerance Admin	\$50.00		\$50.00		Unpa
<input type="checkbox"/>	Aug 2, 2023		Credit Note	Cn 10000002	ACCA Crescerance Admin	\$0.00	Inv 10000015	\$599.00		Used
<input type="checkbox"/>	Aug 2, 2023		Invoice	Inv 10000014	ACCA Crescerance Admin	\$0.00		\$1,198.00		Paid
<input type="checkbox"/>	Aug 2, 2023		Payment	Pmt 10000005	ACCA Crescerance Admin	\$0.00		\$599.00		Succ
<input type="checkbox"/>	Aug 2, 2023		Credit Note	Cn 10000001	ACCA Crescerance Admin	\$0.00	Pmt 10000004	\$599.00		Used
<input type="checkbox"/>	Aug 2, 2023		Invoice	Inv 10000013	ACCA Crescerance Admin	\$0.00		\$599.00		Paid
<input type="checkbox"/>	Aug 2, 2023		Payment	Pmt 10000004	ACCA Crescerance Admin	\$0.00		\$599.00		Succ
<input type="checkbox"/>	Nov 9, 2022		Invoice	Inv 10000002	Crescerance Admin ACCA	\$0.00		\$0.00		Held

