

Welcome to the Newly Redesigned

# InsideEinstein Intranet Portal

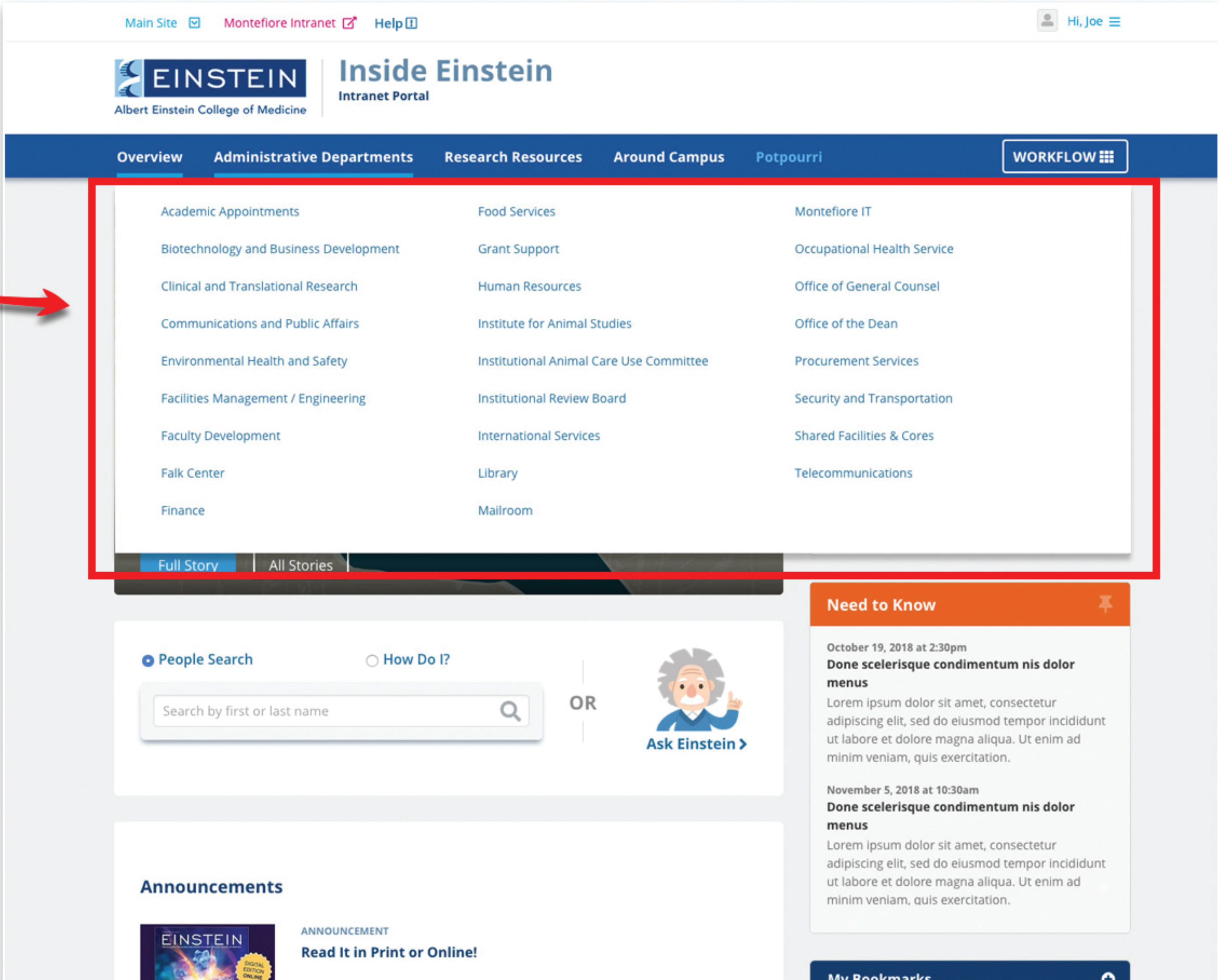
Helping you be most effective





# Administrative Departments Mega Menu

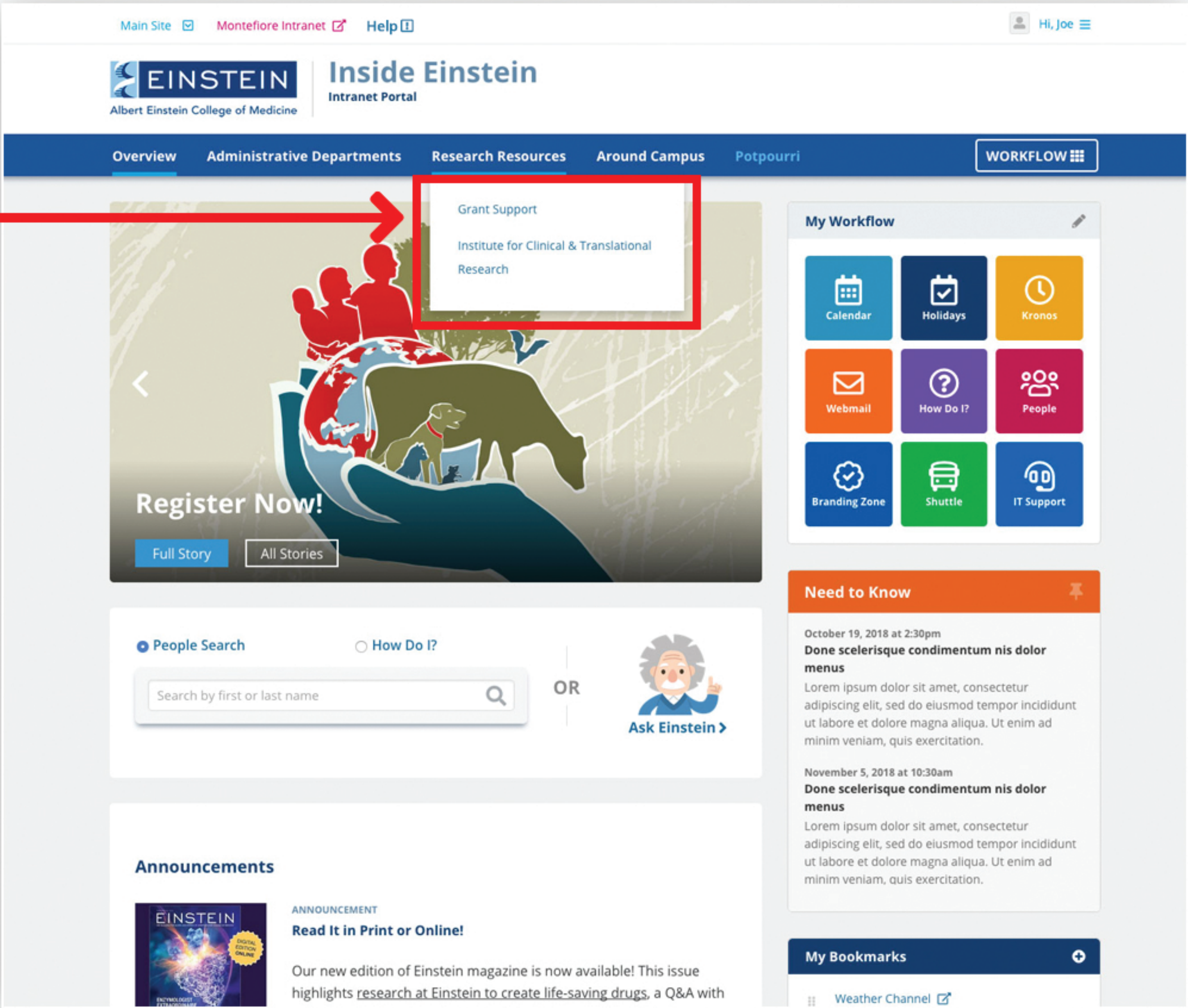
Our new drop-down menu for Administrative Departments makes finding these department links simple and easy.





# Research Resources Menu


Look under Research Resources to find relevant research links that may be useful to you.



The screenshot displays the Einstein Intranet Portal interface. At the top, navigation links include 'Main Site', 'Montefiore Intranet', and 'Help'. The header features the Einstein logo and the text 'Inside Einstein Intranet Portal'. A blue navigation bar contains the following tabs: 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', and 'Potpourri'. A 'WORKFLOW' button is located on the right side of this bar. A red arrow points from the text on the left to the 'Research Resources' tab, which is highlighted with a red box. A dropdown menu is visible under this tab, listing 'Grant Support' and 'Institute for Clinical & Translational Research'. Below the navigation bar, there is a large banner with the text 'Register Now!' and buttons for 'Full Story' and 'All Stories'. To the right of the banner is a 'My Workflow' section with a grid of icons for 'Calendar', 'Holidays', 'Kronos', 'Webmail', 'How Do I?', 'People', 'Branding Zone', 'Shuttle', and 'IT Support'. Below this is a 'Need to Know' section with two entries, each featuring a date, a title, and a placeholder text. At the bottom, there is an 'Announcements' section with a featured announcement about the new edition of Einstein magazine, including a thumbnail image and a link to 'Read It in Print or Online!'. A 'My Bookmarks' section is visible at the very bottom right.



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Albert Einstein College of Medicine

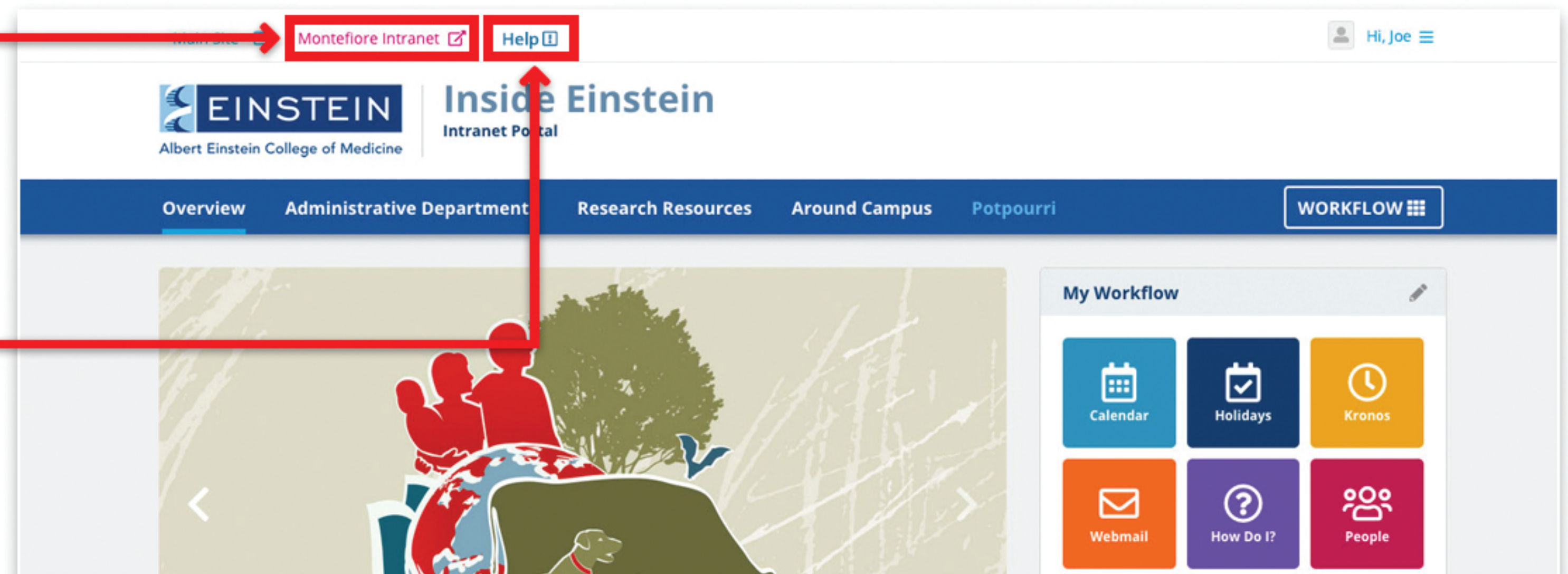
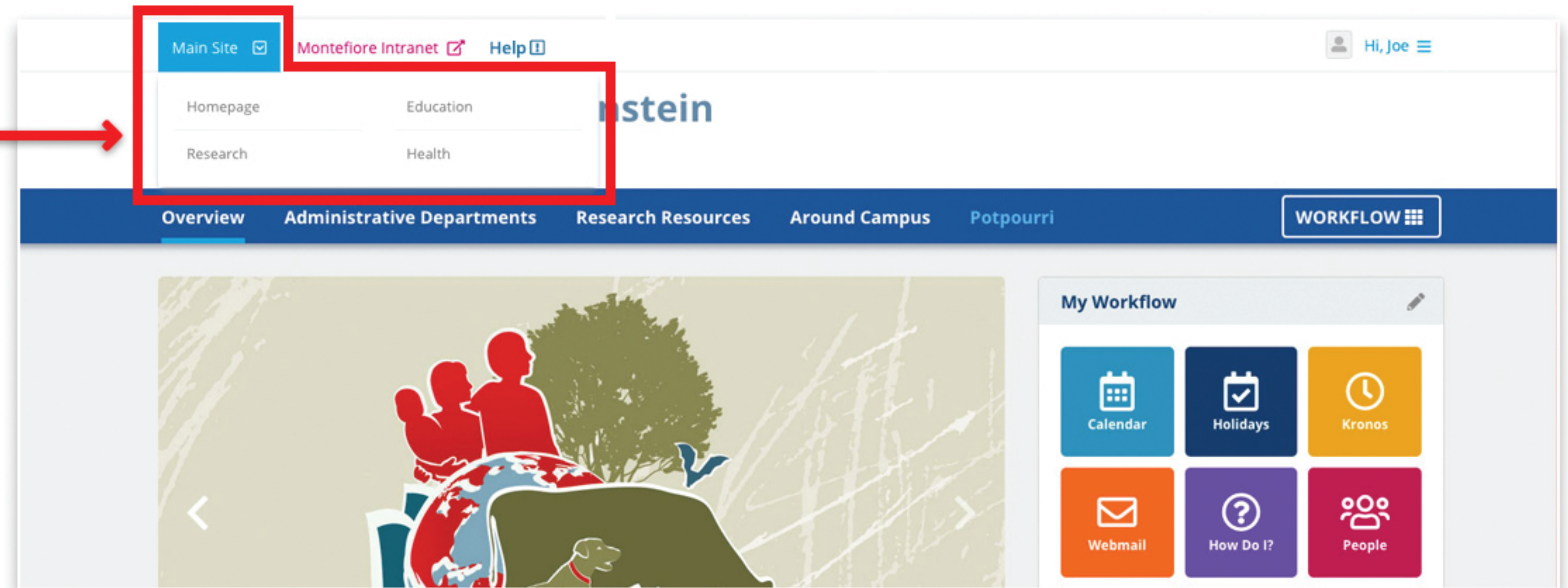


# Main Site Menu and Montefiore's Intranet Link

Need to navigate to the Einstein website? Choose "Main Site" to get there, which will offer a choice of where on the site you'd like to land.

For ease in visiting the Montefiore intranet, simply click on this handy link.

Click "Help" to learn more about intranet features.

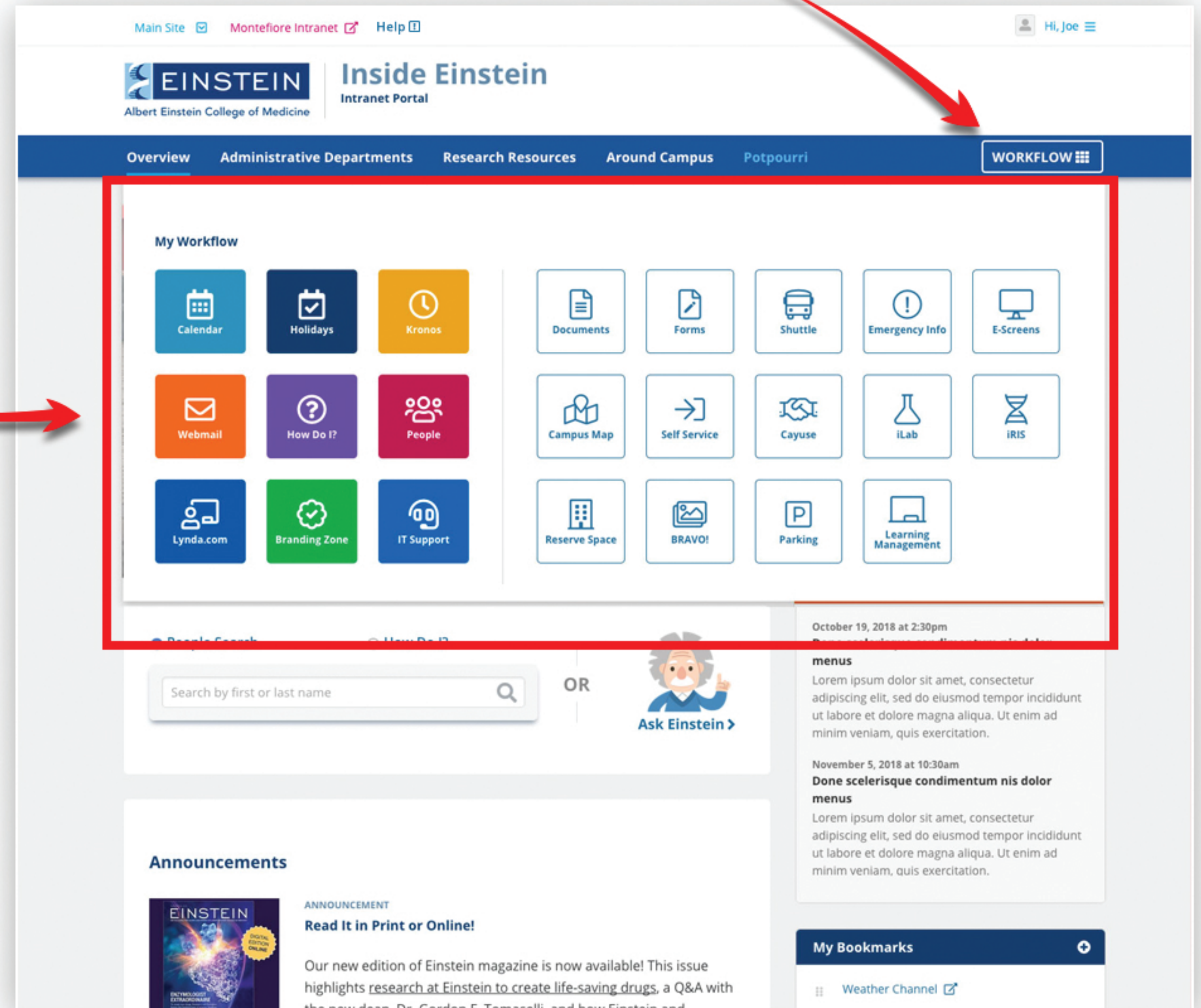




# My Workflow Mega Menu

The “workflow carousel” has a new look called “My Workflow.” Log in to customize the icons to reflect the resources you use most.

The colored boxes represent the items you find most useful and wish to access from “My Workflow” from the intranet homepage once you have logged in. When customizing, you also can access any of the icons shown.





# Profile Menu

Once you're signed in, you will see this "greeting bar" with a drop-down menu indicating things you can do to update *your* intranet.

Click on "Update Profile" to add a photo and complete any missing information for your personal intranet page.

You also can personalize your My Workflow or make updates to it.

The screenshot displays the Einstein Intranet Portal interface. At the top, there are links for "Main Site", "Montefiore Intranet", and "Help". The header features the "EINSTEIN" logo and the text "Inside Einstein Intranet Portal". A navigation bar includes "Overview", "Administrative Departments", "Research Resources", "Around Campus", and "Pot". A red arrow points from the "Hi, Joe" user profile in the top right to a dropdown menu. This menu contains options: "Update Profile", "Personalize Workflow", and "Sign Out". Below the navigation bar is a large banner with an illustration of a family and a dog, with the text "Register Now!" and buttons for "Full Story" and "All Stories". To the right of the banner is a "My Workflow" section with a grid of icons for "Calendar", "Holidays", "Kronos", "Webmail", "How Do I?", "People", "Branding Zone", "Shuttle", and "IT Support". At the bottom left, there is a "People Search" section with a search bar and a "How Do I?" link. To the right of the search bar is an "Ask Einstein" button with a cartoon character. On the bottom right, there is a "Need to Know" section with a list of recent updates, including dates and times, and placeholder text.



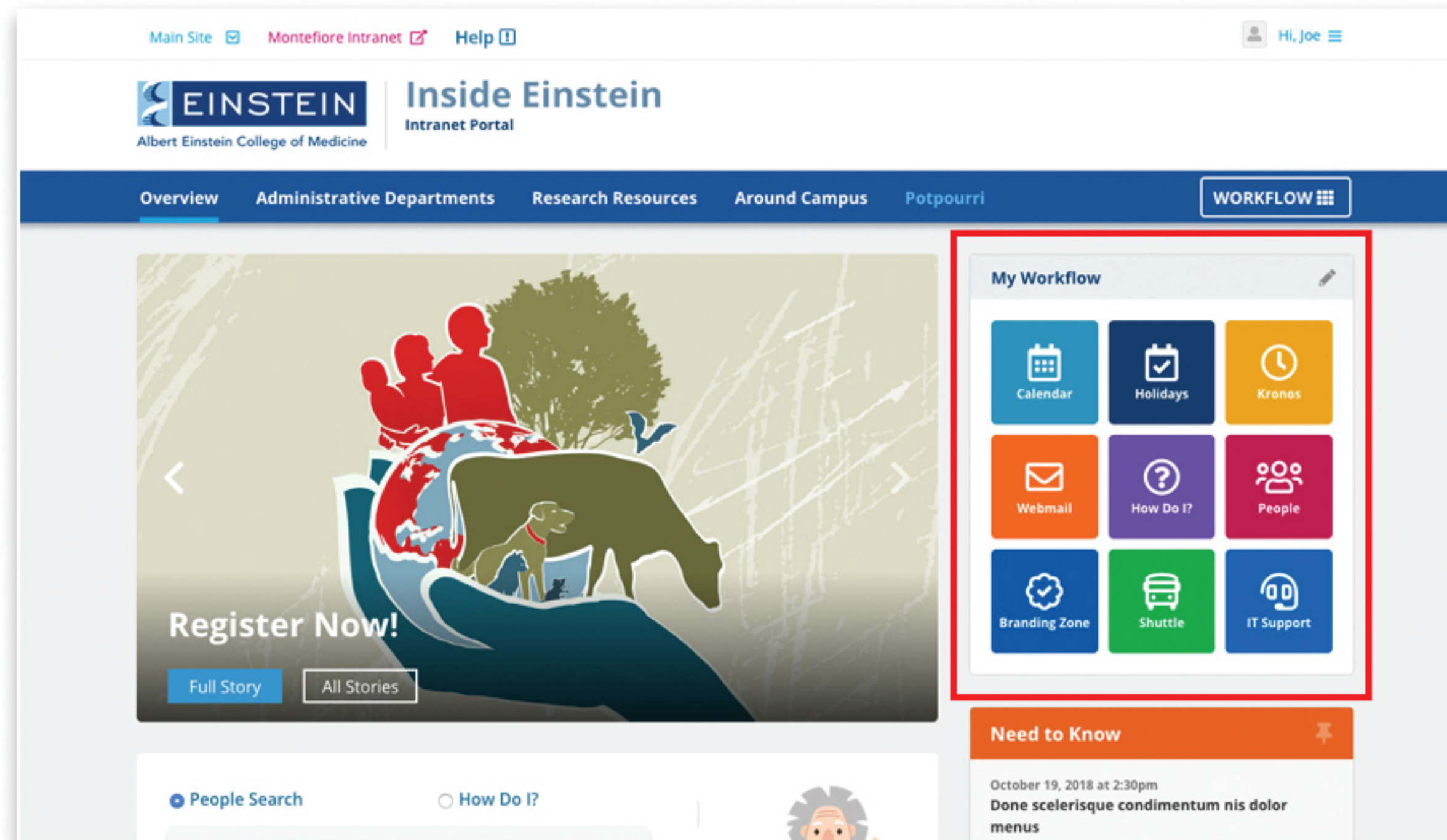
# Editing My Workflow Section

Click on the “edit” marker to begin customizing your My Workflow section. It’s that easy!

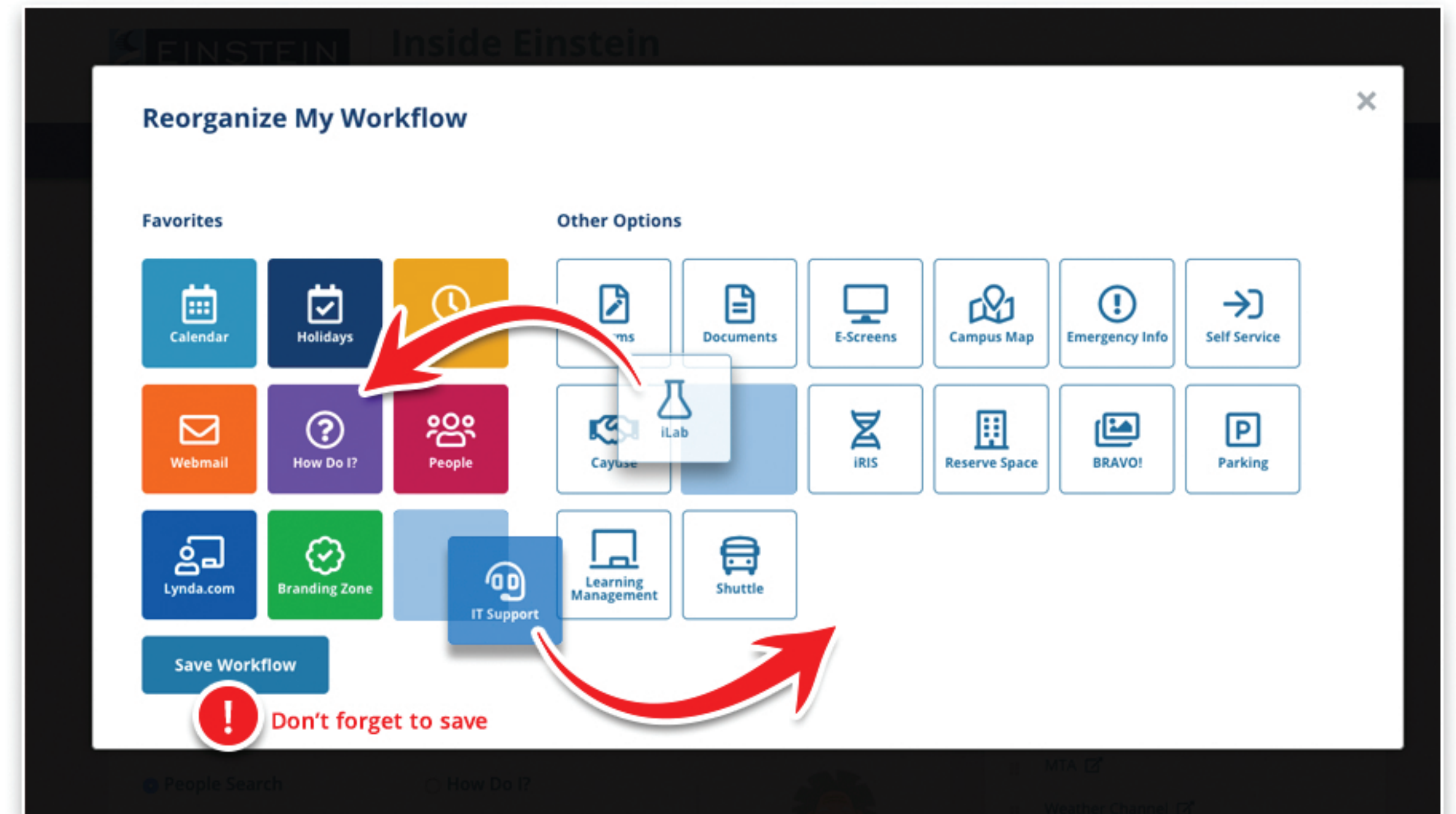
The screenshot displays the Einstein Intranet Portal interface. At the top, there are links for 'Main Site', 'Montefiore Intranet', and 'Help'. The header includes the 'EINSTEIN' logo and 'Inside Einstein Intranet Portal'. A navigation bar contains links for 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', and 'Potpourri', with a 'WORKFLOW' button on the right. The main content area features a large banner with a family and a dog, a 'Register Now!' button, and a 'Full Story' button. Below this is a search section with 'People Search' and 'How Do I?' options, a search bar, and an 'Ask Einstein' button. The 'Announcements' section at the bottom left shows a new issue of Einstein magazine. On the right, the 'My Workflow' section is highlighted with a red circle around an edit icon (a pencil inside a circle). Below this is a 'Need to Know' section with two news items and a 'My Bookmarks' section at the bottom right.



# Editing My Workflow Section



The items you'll select as your top workflow options will appear as colored icons under My Workflow. The icons you select will differ from those of your colleagues because you can customize them to show the information *you* need to have at hand the most.



First drag items from the colored boxes to the right that you wish to replace with an item selected from icons on the right. Select the icons most relevant and useful to you for the My Workflow section.

Next, rearrange the colored tiles in the order you'd like them to be.

After you've moved things the way you want them, press "Save Workflow"!



# Using Bookmarks

My Bookmarks is a new feature of *Inside Einstein* that allows you to highlight specific Workflow icons, documents from the Document Library that you frequently use, and even websites you may need to access. There is no limit to the resources that you can bookmark.

## You can bookmark:



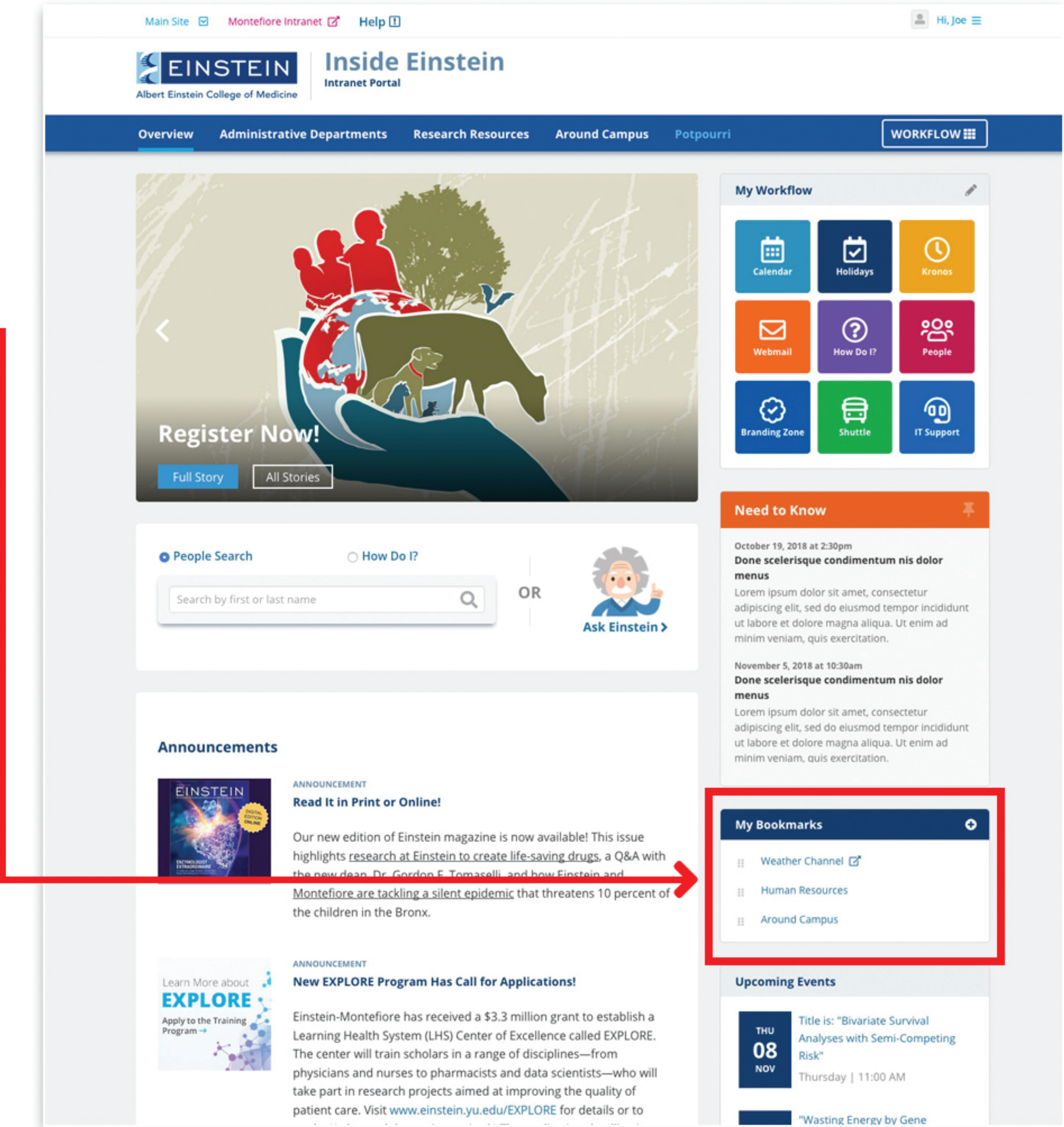
Documents



Internal Pages



External Websites





# Steps to Adding External Bookmarks

## STEPS:

- 1 First, name your bookmark
- 2 Then, copy and paste the URL that corresponds with the information, the site, or document
- 3 Press "**Save Bookmark**", and repeat for any other bookmarks you'd like to create

## Adding external bookmarks

The screenshot shows the 'Add to My Bookmarks' form. Step 1 points to the 'BOOKMARK TITLE (max 40 characters)' field, and step 2 points to the 'BOOKMARK PAGE' field. A 'Save Bookmark' button is at the bottom right.

## Save Bookmark

The screenshot shows the 'Add to My Bookmarks' form with the 'MTA' title and 'http://www.mta.info/' URL entered. Step 3 points to the 'Save Bookmark' button.

## Your external bookmark has been added to your list

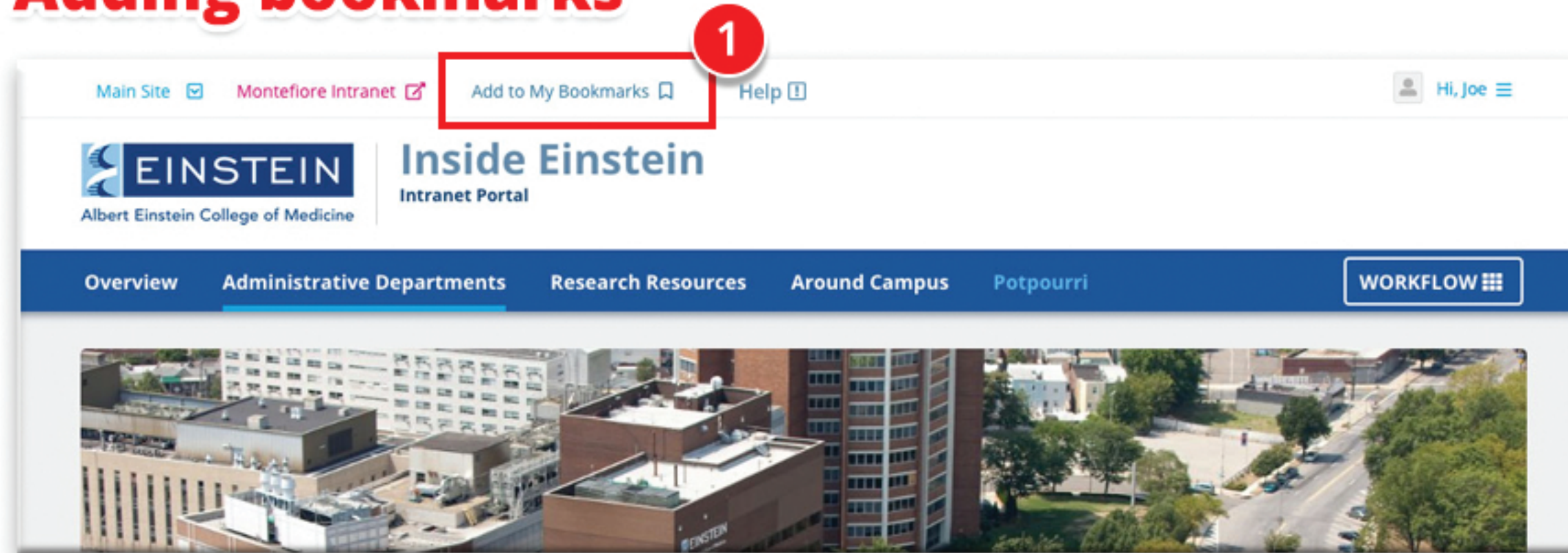
The screenshot shows the Einstein website with the 'My Bookmarks' list highlighted. The list includes 'MTA' (marked 'Added'), 'Weather Channel', 'Human Resources', and 'Around Campus'. The 'Upcoming Events' section is also visible.



# Steps to Adding Internal Bookmarks

Read instructions starting from here:

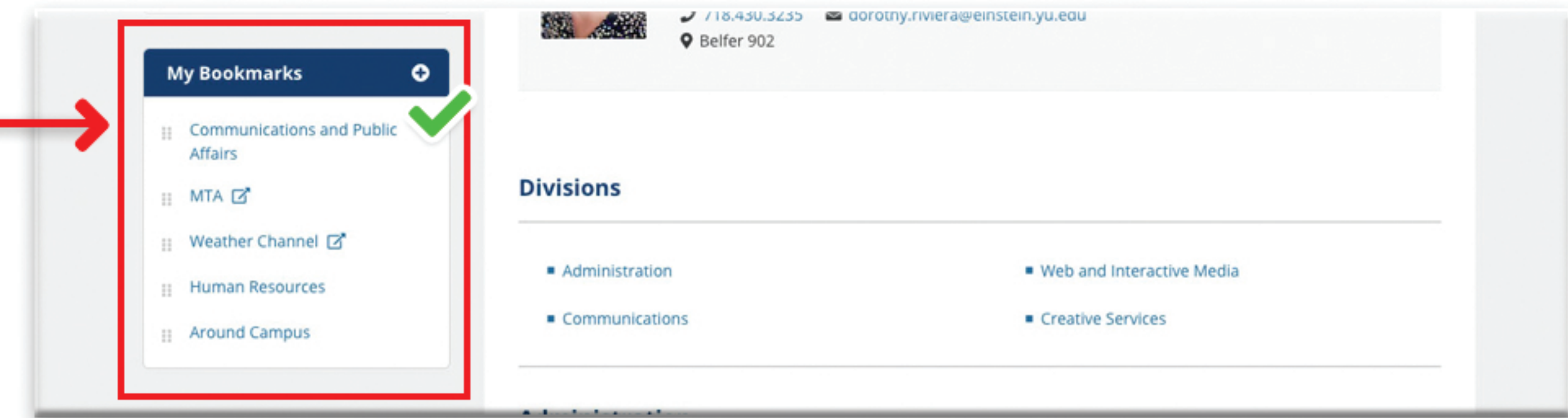
## Adding bookmarks



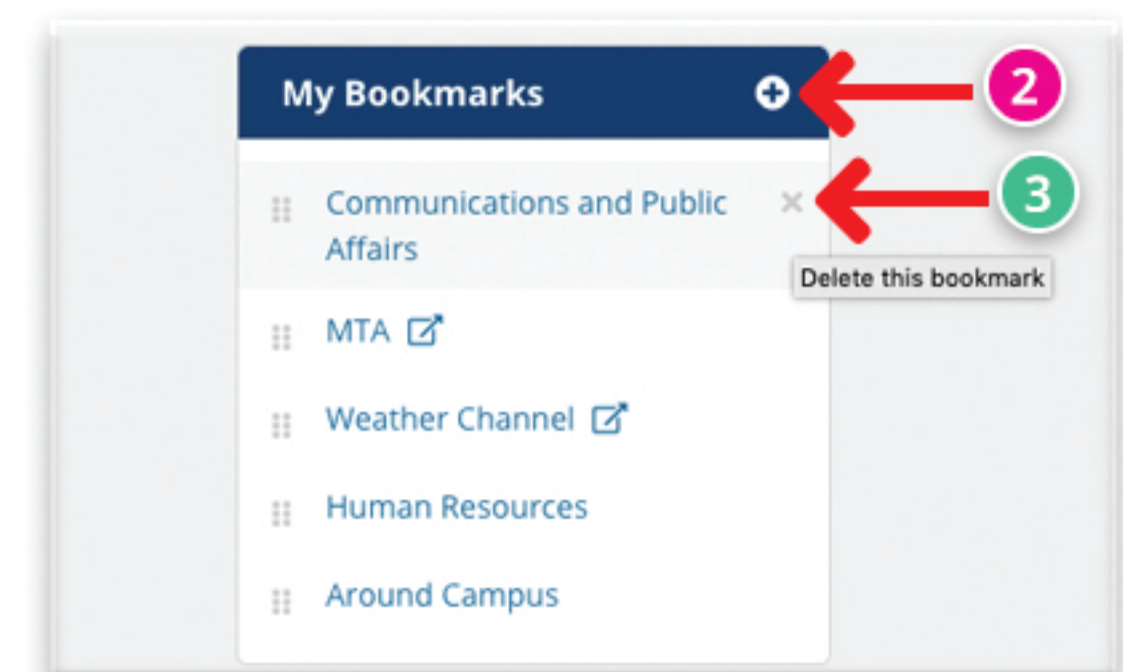
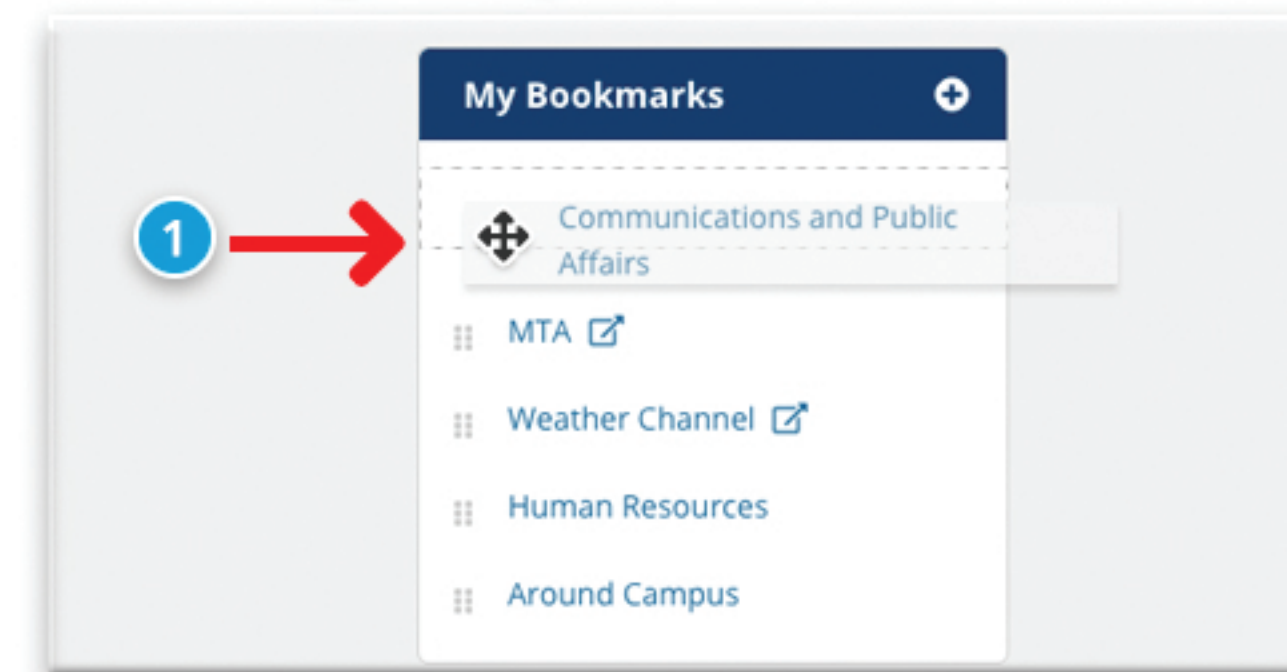
### Steps to adding bookmarks by clicking the “Add to My Bookmarks” link at the top of the page:

- 1 Click on this link to add the page you are on to your bookmarks
- 2 You may give the link you’re bookmarking any name you desire
- 3 Press “**Save My Bookmark**” to add the link to your bookmarks. You may save as many bookmarks as you like or need!

## Your bookmark has been added to your list



## Editing “My Bookmarks” list



### Steps to edit your “My Bookmarks” section:

- 1 By dragging the link name, you may move your bookmarks up or down within the list and organize them in the order you prefer
- 2 Click the “+” symbol to add new bookmarks
- 3 Click the “X” to delete bookmarks you no longer wish to save



# Snapshots

Have you taken a fun photo that fits our monthly theme? Or perhaps it's just an interesting image that doesn't fit a theme.

You can share it in our **Snapshots** gallery by clicking on "Add Photos" and completing the form.

Click on "Guidelines" to learn more, including the monthly themes.



A screenshot of the 'InsideEinstein Intranet Portal' website. The page features a header with navigation links like 'Main Site', 'Montefiore Intranet', and 'Add to My Bookmarks'. Below the header is a blue navigation bar with categories: 'OVERVIEW', 'ADMINISTRATIVE DEPARTMENTS', 'RESEARCH RESOURCES', 'AROUND CAMPUS', 'Potpourri', and 'WORKFLOW'. The main content area has a teal background with a camera icon and the word 'Snapshots'. Below this is a section titled 'Share your photos!' with a 'Guidelines' link and an 'Add Photos' button. A horizontal menu shows categories: 'All', 'Vacations', 'Einstein Campus', 'Students', ' Labs', 'Gym', and 'Miscellaneous'. The 'Vacations' category is selected, displaying a grid of photos. One photo is titled 'Playa Cancún by Robert Murakami' and shows a tropical beach with thatched huts. Other photos include a desert landscape, a traditional Japanese building, and a city skyline with the Statue of Liberty.





# Document Library

1. Press "Search" after entering the document search terms in the field provided
2. To access all available documents, be sure to sign in. You can click on this bar to do so
3. Press "Reset" to clear the form and do a new search
4. To learn more about using the Document Library, check out the video tutorial

The screenshot shows the 'Inside Einstein Intranet Portal' for the Albert Einstein College of Medicine. The top navigation bar includes links for 'Main Site', 'Montefiore Intranet', 'Add to My Bookmarks', and 'Help', along with a 'Sign in' button. Below this is a secondary navigation bar with categories: 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', 'Potpourri', and a 'WORKFLOW' button with a lock icon. The main content area features a large blue banner with the text 'Document Library' and an illustration of a hand holding a magnifying glass over several document icons. Below the banner, on the left, is a 'Have questions? Ask Einstein!' button with a cartoon character icon. The central 'Document Library' section contains a search interface with a text input field labeled 'Search by title/keyword', two dropdown menus for 'All Departments' and 'All Doc Types', and three buttons: 'reset cookie', 'Reset', and 'Search'. A 'Helpful Tip' box below the search area states: 'You are not logged in. There may be documents that are only viewable when you are logged in to the intranet. Please click the button to the right to log in.' This box contains two buttons: 'Sign in for More Results' and 'Video Tutorial'. Numbered callouts are placed on the interface: '1' is on the 'Search' button, '2' is on the 'Sign in for More Results' button, '3' is on the 'Reset' button, and '4' is on the 'Video Tutorial' button. At the bottom of the page, there is a search bar labeled 'Search for documents...'.



# Document Library

1. Click on the “bookmark” symbol to add a document to “My Bookmark”
2. Click on this PDF symbol to download a PDF file of the document
3. This tells you which department created the policy, procedure, form or document
4. Click on the document name to view the document
5. This link tells you the document number and allows you to download the document
6. This indicates which version of the document you are viewing
7. The “Link” symbol allows you to copy the link or URL for a document so that you can share it with others

File Name	Document#	Version	Link
<div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>Bookmark</div> <div>PDF</div> <div>3-D Printing Policy Library</div>	LIB-POL-2018-001	1.0	<div>Link</div>

Main Site Montefiore Intranet Add to My Bookmarks Help Hi, Joe

**EINSTEIN** Inside Einstein  
Albert Einstein College of Medicine Intranet Portal

Overview Administrative Departments Research Resources Around Campus Potpourri WORKFLOW

## Document Library

policy All Departments All Doc Types reset cookie Reset Search

Jump to: Policy | Form Collapse All

### Policy

File Name	Document#	Version	Link
<div>Bookmark</div> <div>PDF</div> <div>3-D Printing Policy Library</div>	LIB-POL-2018-001	1.0	<div>Link</div>
<div>Bookmark</div> <div>PDF</div> <div>Academic Freedom Policy Office of the Dean</div>	DEAN-POL-2018-011	1.0	<div>Link</div>
<div>Bookmark</div> <div>PDF</div> <div>Academic Integrity Policy (Bioethics) Bioethics Office</div>	BIOE-POL-2018-001	1.0	<div>Link</div>
<div>Bookmark</div> <div>PDF</div> <div>Academic Progress Policy (MD) Student Affairs</div>	OSAMD-POL-2018-002	1.0	<div>Link</div>
<div>Bookmark</div> <div>PDF</div> <div>Academic Status Policy (Bioethics) Bioethics Office</div>	BIOE-POL-2018-002	1.0	<div>Link</div>
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