MiUI

Michigan Unemployment Insurance Agency

Navigator

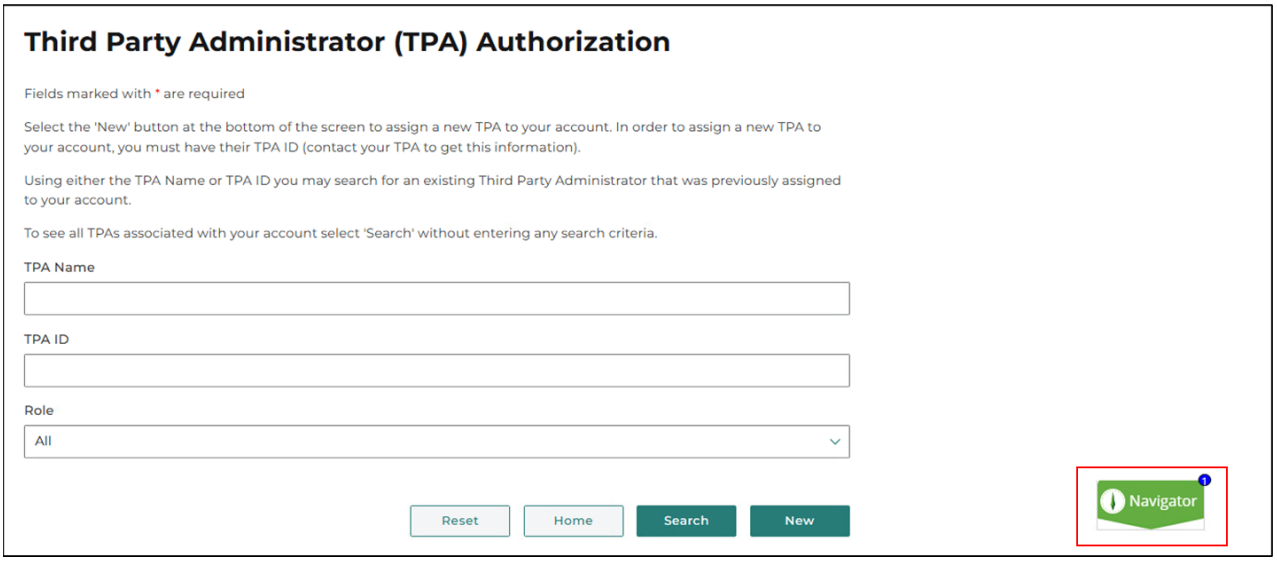
MiUI Job Aid

Contents

Play a Tour 2
Search for a Tour 6
Move the Help Text 8

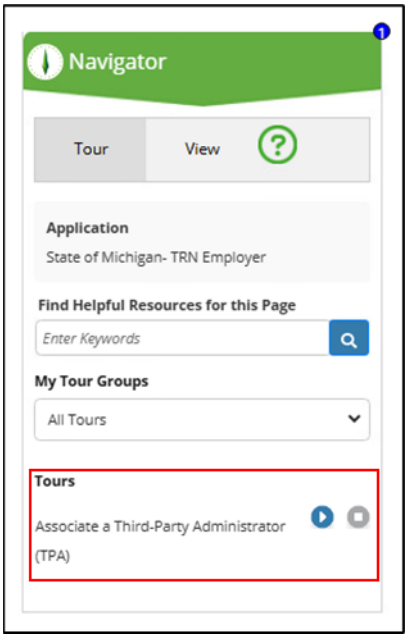
Play a Tour

1. Select the **Navigator** extension to expand the tool.



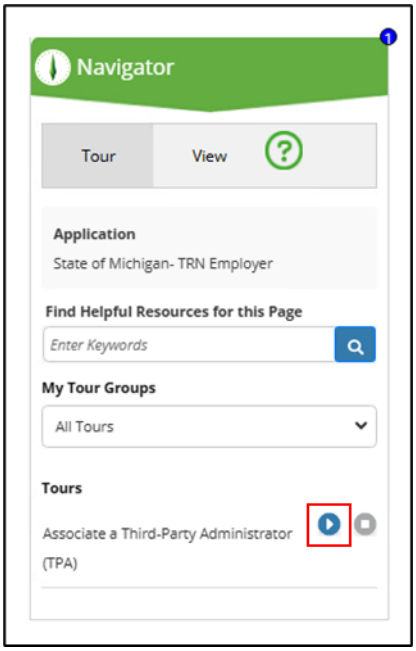
> **Tip:** The Navigator button can be moved at any time, select and drag the Navigator icon to the desired location.

2. The *Tours* section of the Navigator extension will display the available tours.

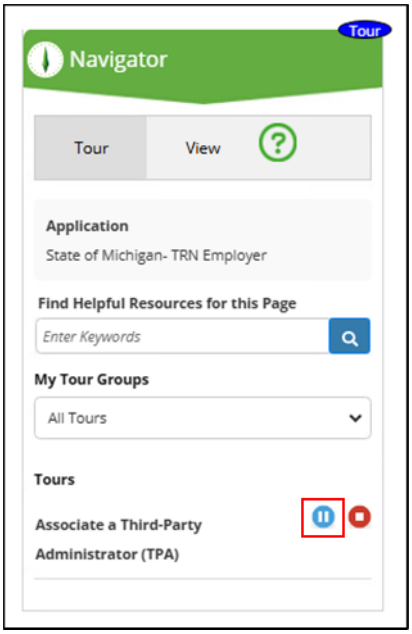


> **Note:** The blue icon in the top right corner of the Navigator extension displays how many tours are available on that screen.

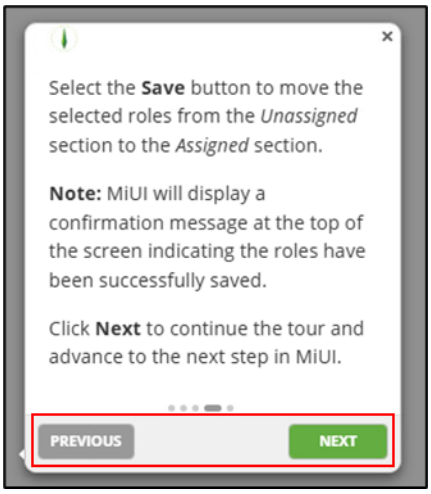
3. Select the **Play** button to start the applicable tour. The tour begins playing in MiUI.



4. Select the **Pause** button in the browser extension to pause the tour, if needed.

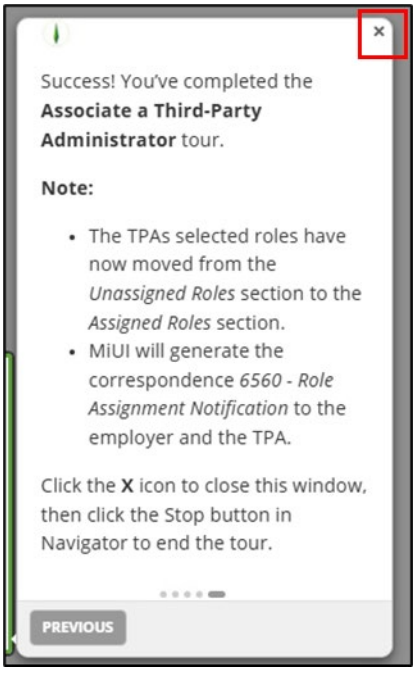


5. Use the **Next** and **Previous** buttons in the pop-up instructions to advance to the next step in the tour or return to a previous step, if needed.

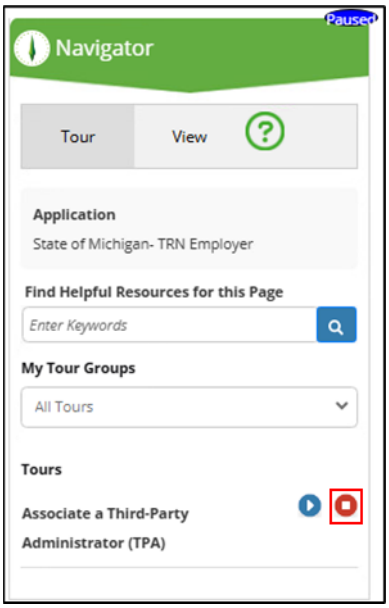


> **Tip:** If you do not select the Next button on the tour you will still be able to continue your work by entering information into the fields and other actions. Please note that the highlight around the element on screen will remain highlighted.

6. When the tour is finished, select the **X** to end the tour.



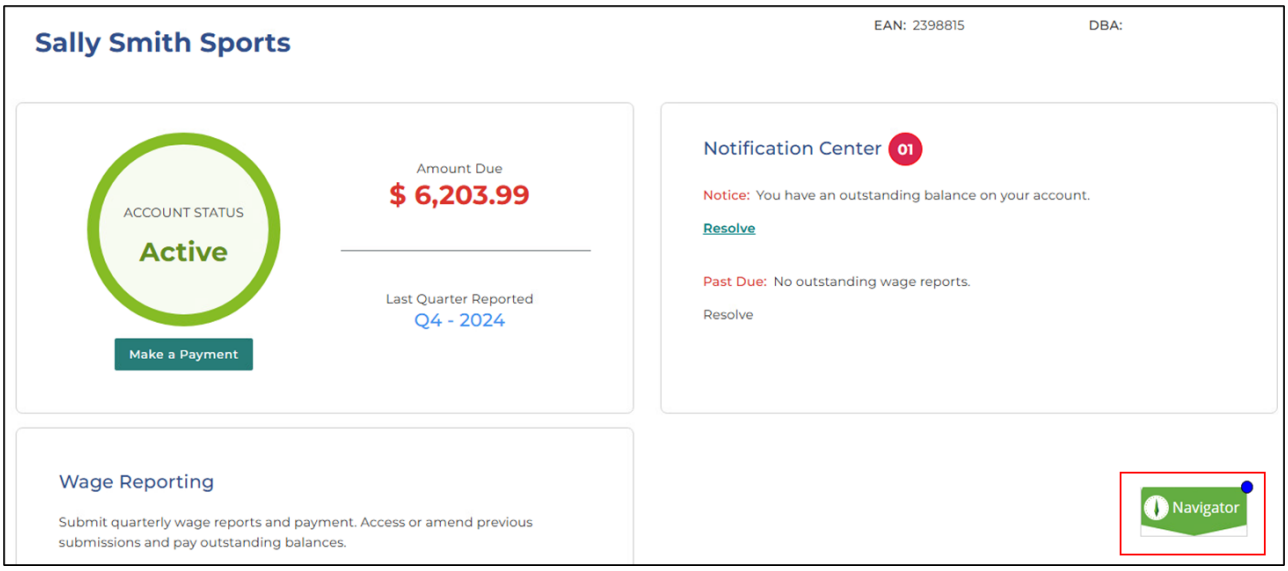
7. The **Stop** button may be used at any time to end the tour and complete other activities in MiUI.



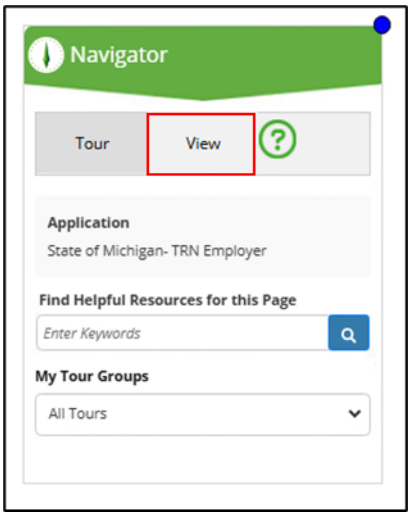
Note: To fully stop a tour, select the **X** icon to close the help text pop-up and access the **Stop** button in the Navigator browser extension.

Search for a Tour

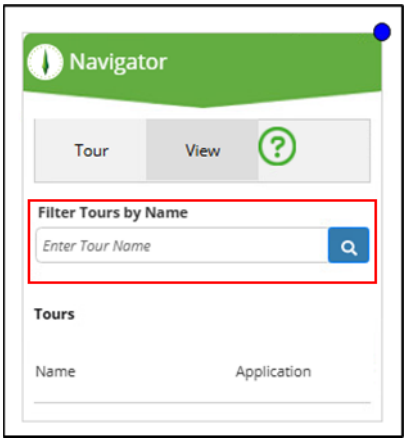
1. Select the **Navigator** extension to expand the tool.



2. Select the **View** menu.

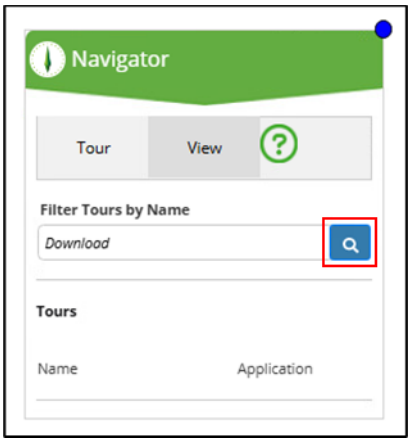


3. Enter the name of the tour in the *Filter Tours by Name* field.

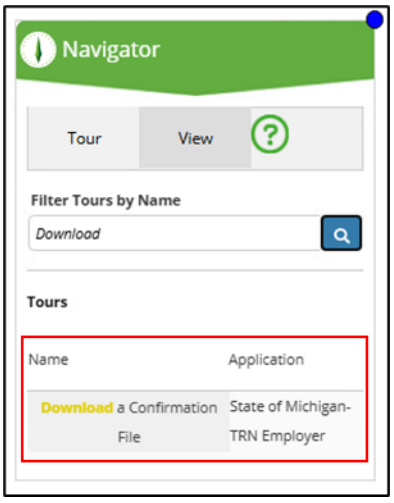


Note: Users can conduct a partial search by entering a portion of the tour name or a keyword.

4. Select the **Magnifying Glass** or press **Enter** on your keyboard to conduct the search.



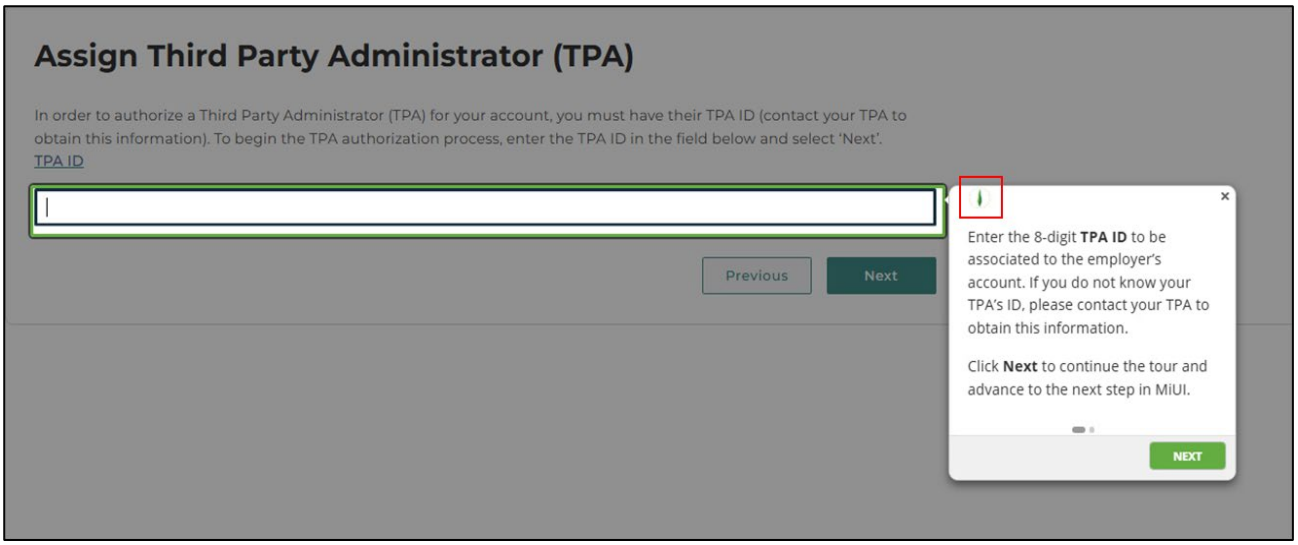
5. The search results display.



Move the Help Text

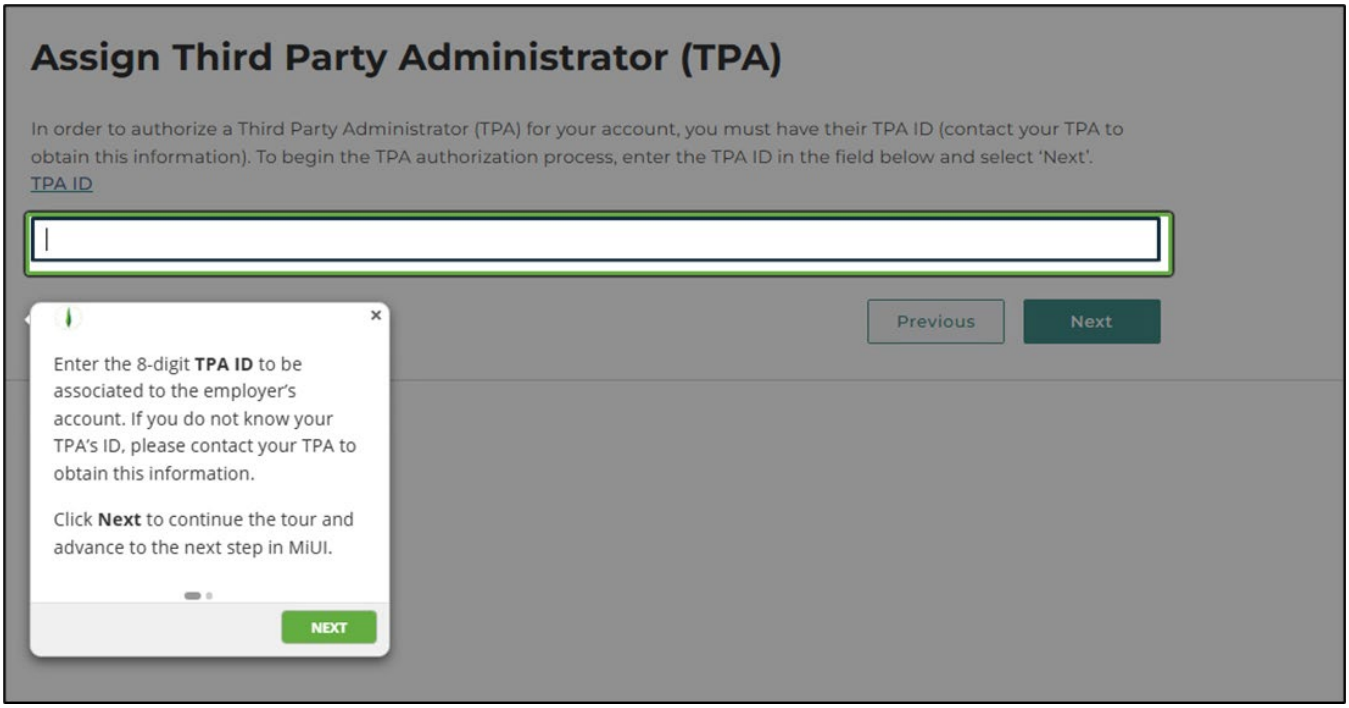
Note: Based on your screen size, the help text pop-up may cover a portion of MiUI. You may move the help text pop-up to a different location to view the MiUI page as needed.

1. Select and hold the **icon** in the top-left of the help text pop-up.



Note: The cursor changes from an arrow to a hand to indicate the help text pop-up is movable.

2. Move the help text pop-up to the desired location.



Note: The help text pop-up may return to its original location. Move the help text pop-up again, if needed.