ToolBox Web Application Portal

OVERVIEW

What is ToolBox?

ToolBox is your starting point for all web-based resources and applications published by the District, intended for use by District employees only. While the ToolBox is accessible via the DUSD.net public website, multiple layers of security help to ensure that only authorized visitors to the site will gain access to the ToolBox resources.
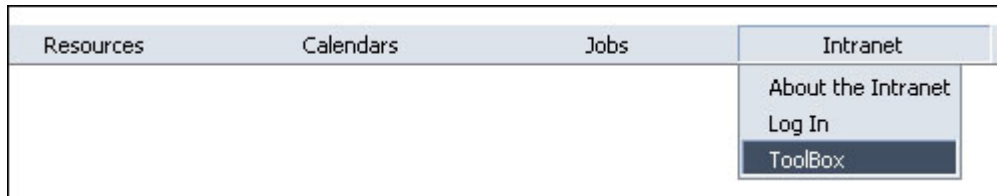
As the name implies, ToolBox is a collection of web-based tools, including a multi-level menu system, a document management system, and a variety of online applications and other tools that you will use regularly.
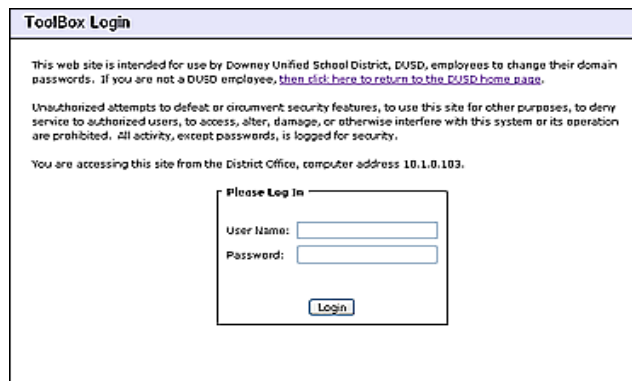
Global Login

One goal of the ToolBox portal is to provide a system that requires you to log in one time, then gives you access to all the applications and resources available to you. As Technology develops new applications, they are being designed to take advantage of the security built into the ToolBox system, eliminating the need for each application to require a separate login. Over time, our aim is to adapt all existing applications so that they too take advantage of this technology, ultimately reducing your required logins down to one.

Getting Started

There are 2 ways to get to the ToolBox. The first is by clicking on the ToolBox link under the Intranet menu on the DUSD.net website. The other way to get to the ToolBox is to enter the web address in your browser's address bar. The web address to the ToolBox is **toolbox.dusd.net**

Before you can use the ToolBox you will need to login using your email address and your password. See the example login page below.
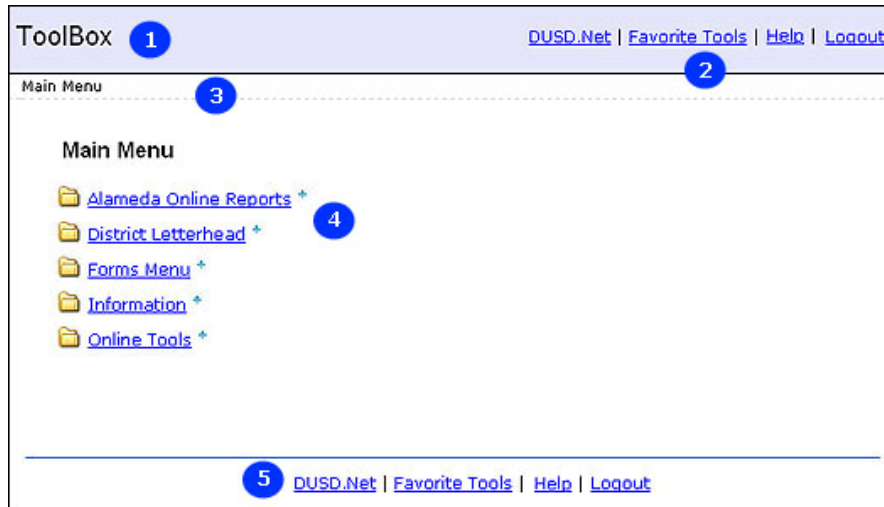

Once you have logged in, you will be at the ToolBox Main Menu. Your screen should look something like this:

ToolBox Layout

While some sections of the ToolBox page will change slightly as you move from menu to menu, the overall layout of all the menu pages within the ToolBox system are essentially the same. The guide below will explain the different sections of the ToolBox menu page.

This is the application title. This will change as you move in and out of applications that are part of the ToolBox system.

These are the navigation links. These links will help you navigate as you move around the ToolBox. You will find a second set of navigation links at the bottom of the page. Read more about navigation links in the section titled *Navigation Links*

This section of the page holds the breadcrumb links. This helps you find your way around as you move up and down ToolBox menus. Read more about breadcrumb links in the section titled *Breadcrumb Links*

This is the menu section of the ToolBox page. Here you will find links to menus, applications, documents and other resources.

This is the second copy of the navigation links. These are here for those cases where you may have a large menu that causes the top links to scroll out of view. Read more about it in the section titled *Navigation Links*

Tools In The ToolBox

What's in my ToolBox?

ToolBox is a dynamic environment tuned to each user's specific needs. What you see when you enter the system is dependant upon what you have access to in the system. Any given menu in the ToolBox can contain a variety of tools, including other menus (which in turn will contain even more tools).

For each tool we add to the system, we try to assign it an icon that indicates what type of tool it is. For example, if a tool in your ToolBox links to a PDF document, we will use the PDF icon. If it links to a Microsoft Word document, we'll give it the Word Icon, if it links to a sub-menu, it will have the folder icon, and so on. For applications, wherever possible we will use that product's icon.

Here is a list of examples of the types of items you can expect to see in your ToolBox:

Icon	Type of tool	Description
	Sub-menu	A sub-menu is a menu that contains additional tools. A sub-menu may contain other sub-menus with yet more tools
	Document (Excel)	Opens an Excel spreadsheet document
	Document (PDF)	Opens an Adobe PDF document
	Link	This icon indicates that the tool is linked to either a page on the DUSD.net website, an outside website, or to an application within the ToolBox
	Document (Word)	This icon indicates that the tool links to a Microsoft Word document
	Link	The particular icon links the tool to the Sub Finder application
	Link	This icon indicates that the tool is the HEAT work order system

Again, these are just examples of the types of tools you might see. It depends completely on your own configuration within the system.

Navigation Links

There are 3 ways to move around in ToolBox. The navigation links which appear at the top right of the page and at the bottom of the page, the breadcrumb links that appear just under the page title (refer to the section *ToolBox Layout* on page 3.) The 3rd method, which is discussed in detail in the section titled *Favorite Tools.*

> **Note:** *The information in this document related to Navigation links and Breadcrumb links apply only to our in-house software applications (those developed by DUSD) that were published with the ToolBox, or later. Our older in-house applications, and 3rd-party applications (those purchased from a software company) were not designed as part of ToolBox, and therefore do not share the same format as the applications within the ToolBox system.*

Navigation Links

The navigation links help you move around within an application. These links are application-specific. That is, they apply only to the application you are currently in. As you move in and out of different applications, each have a different set of navigation links that meet the specific needs of the application. Menus within ToolBox will all have the same navigation links (in the upper right hand and bottom of the pages).

The links are:

- DUSD.Net – Returns you to the DUSD.Net public website
- Favorite Tools – Opens the Favorite Tools popup utility (see the section titled Favorite Tools for details)
- Help – Opens this help document
- Logout – Logs you completely out of the ToolBox system

Breadcrumb Links

The breadcrumb links behave very differently than the navigation links. Using the analogy of the story of Hansel and Gretel, these links provide you with a trail of the menus you have passed through, starting with the Main Menu and ending with your current location within ToolBox. Each step along the way is a link that you can click to get back to that location.

As an example, let's say that you started off at the *Main Menu*, then clicked the *Online Tools* link, then from there you clicked the *Applications* link. Your breadcrumb trail would look like this:

This shows that you began your journey at the Main Menu, and from there entered the Online Tools menu, and then selected the Applications menu. At this point you could click on either the Main Menu link to return there, or click the Online Tools to return to the Online Tools menu. Had the Applications menu contained a sub-menu and you clicked on that link, that would be reflected in your breadcrumb links as well.

Notice that the last point in the breadcrumb trail is not a link. This indicates that Applications is your current location within the ToolBox menu structure.

Favorite Tools

The Favorite Tools function provides you with a way to create shortcuts to the tools you use more often. This feature is available from within any menu in the ToolBox.

As you move around inside ToolBox, you will notice that many of the items have a small blue plus sign to the right of the link text. Here's an example:

Clicking the blue plus sign immediately adds the tool to your Favorite Tools.