PS - Navigation Tips

Navigation	Tip
Universal Navigation Header Home | Add to Favorites | Sign out	The **universal navigation header** is displayed at the top right of every page. It contains the following: • **Home** – Returns user to "Home" page • **Add to Favorites -** Similar to standard browser bookmarks for frequently accessed folders and content. Once you add a favorite, it is maintained under the **My Favorites** folder in the menu pagelet. • **Sign out** – Signs user out of the application
Menu drop-down list	**Menu drop-down list**, in the upper left, is used to display a menu structure with a hierarchy of folders and content references that you can use to navigate to various application pages. Use the **Search Menu:** field to find a page. Click a menu item to display the sub-menu to the right.
Menu Pagelet	**Menu Pagelet** - Users click the Expand icon ▷ to the left of the menu options to navigate to the next level. This allows the user to see all the navigation options for that selection and continue to expand to see sub-pages.
Breadcrumbs Favorites | Main Menu > Student Admissions > Application Entry > Add Application	**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.
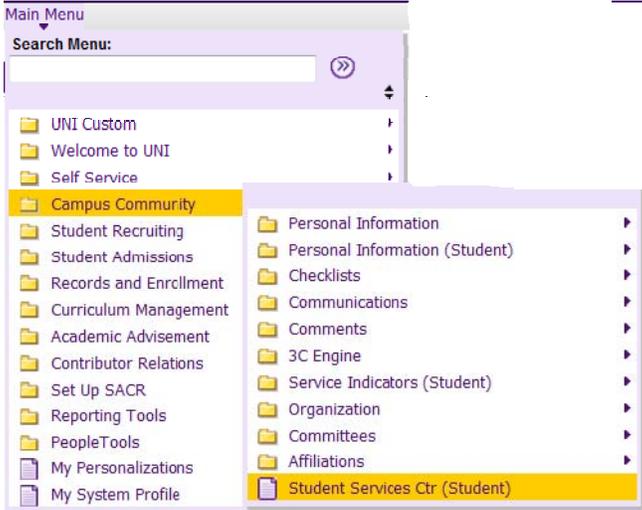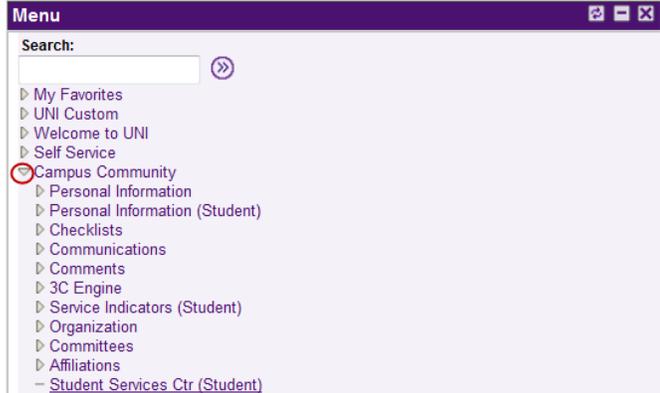
Navigation	Tip
New Window New Window	Use the **New Window** link to open a new browser window, or child window. Do not use your browser's File, New, Window feature (This copies the current HTML from the parent window, instead of opening a new PeopleSoft-maintained window). Do not use the BACK button on the browser.
http http	Use the **http** icon to copy the current page URL to the clipboard so that it is available to paste into emails or other applications.
Customize Page Customize Page	The **Customize Page** link enables users to control the initial display of the page. Use this page to: • Select the initial page in the component to be displayed. • Save the state of the expanded and collapsed sections. • Save the state of the View All settings on the page for grids and scroll areas. • Customize the page field tabbing order. • Copy and share the settings that you have saved for the customized page.
User Defaults Main Menu › Set Up SACR › User Defaults	Edit the **User Defaults** to set default values for fields as well as turning on the "carry id" option.
Folder Tabs Regional | Application Program Data | Application Data | ▷ **Links** | Regional | Application Program Data | Application Data |	To move between pages, you can select the **folder** tabs (near the top of the page) or click the **links** at the bottom of each page. Use the **Show Following Tabs** button to see additional Folder Tabs ▷
Choose a Date 31	The **Choose a Date** button allows the user to populate a date field by selecting a specific date on the calendar.
Look Up 🔍	The **Look Up** button allows the user to populate a field by selecting a value from the list.
Add a New Row / Delete Row ⊞ ⊟	**Add a New Row** allows the user to add another row. This maintains a historical record of changes to that information. **Delete Row** allows the user to delete a row if they have security access for this function.
Row Navigation Find | View All First ◀ 1 of 2 ▶ Last	Use the row navigation features in the section header to find a row, view all rows, and move back or forward a row. *Note:* Users must click the **Include History** button at the bottom of the page to view all the rows. Include History
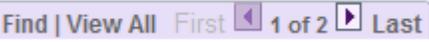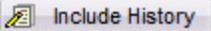
Navigation	Tip
Processing	The processing icon displays in the upper right corner when the system is processing information. For example, you will see this icon when you perform a search and the system is gathering results to return.
Save	After making changes to a page, you click the **Save** button in order for the system to commit your changes to the database. If you have not completed all required fields, the system prompts you to enter additional data.
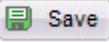
Common Buttons/Functions
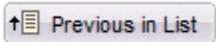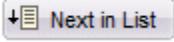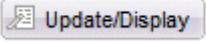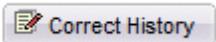
Button	Function
Return to Search	Takes the user back to the **Search** page.
Previous in List	Displays the previous record in the search results, without having to return to the **Search** page and execute another search.
Next in List	Displays the next record in the search results, without having to return to the **Search** page and execute another search.
Add	Takes the user to the **Add New Value** page.
Update/Display	Default mode, displays the current entry.
Include History	Displays all prior entries.
Correct History	Allows the user to correct prior entries. Note: This feature is only used if information is incorrect. When information changes, the **Add Row** ⊞ feature is used in order to maintain a history of the changes.