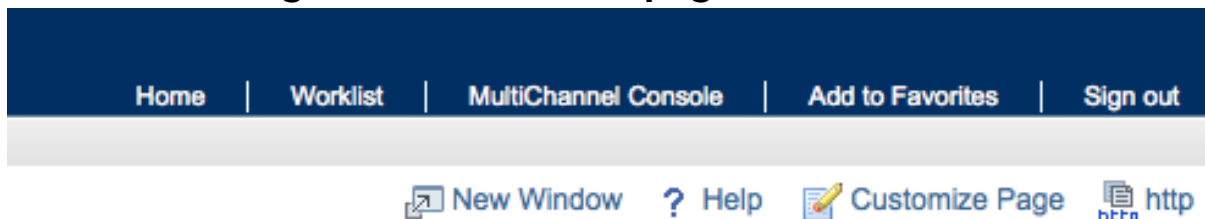


Navigation and menus



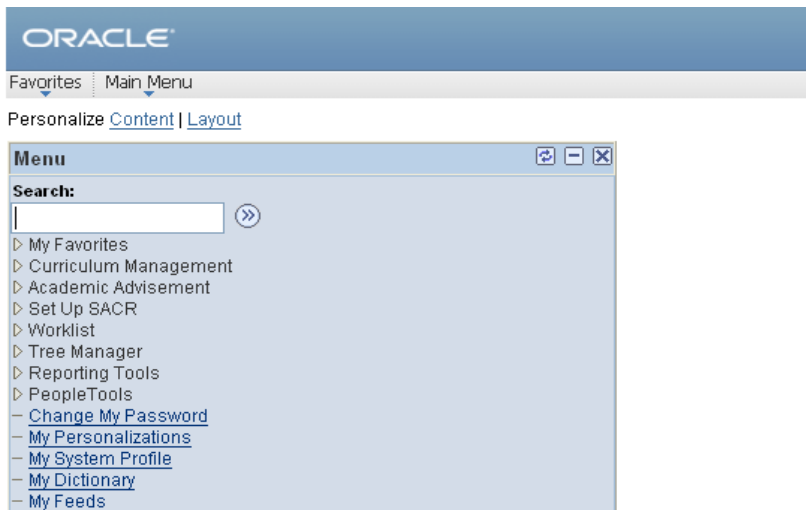
- Once signed on, each user has a customised home page according to their roles and permissions
- Following a period of inactivity users are timed-out
- You will be warned two minutes before time-out in case you are still active
- Use F11 to maximise your browser. Do not use the back arrows as this confuses the system

Universal navigation header and pagebar



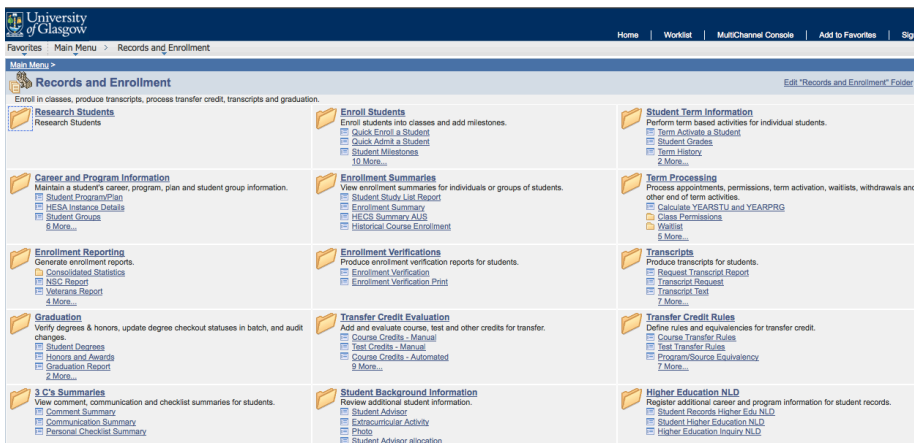
- Appears on most pages

- **Main Menu**



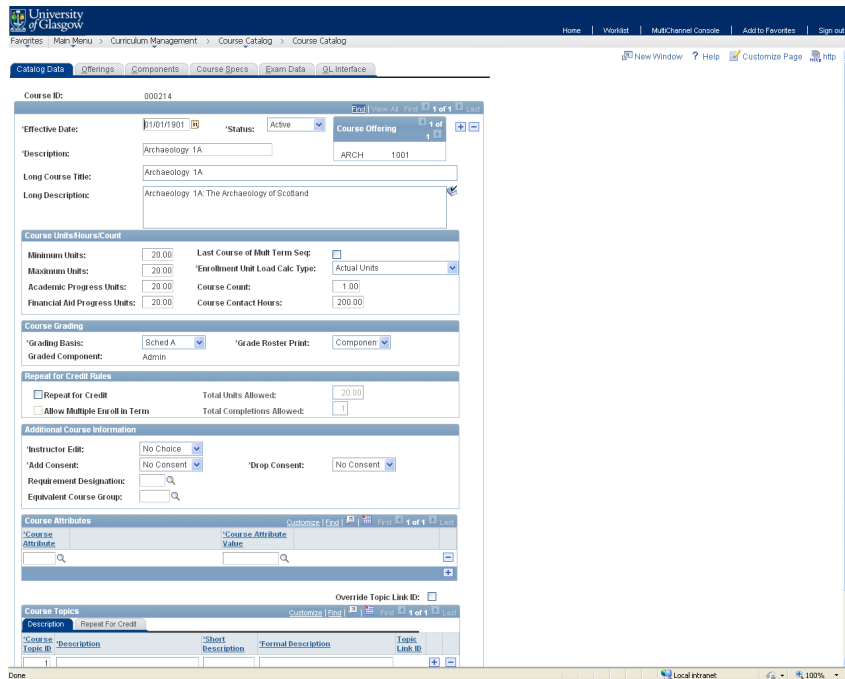
- Click on the main menu to open submenus
- Use the drop down menu
- Use the Breadcrumbs that appear at the top of the page

Base navigation Pages



- Direct link to components
- Folder - contains up to 3 links + 'More...' button

Record Layout



- Consist of one or several tabs within the same window.
- Usually pages that are related and need to be completed together
- (think one long page that has been split up)
- One save for all the pages of the record
- You can also click the hyperlinks at the bottom of the page as an alternative to the tabs






	Insert rows in a grid or scroll area
	Deletes rows in a grid or scroll area
	Next in row
	Previous in row
	Find data in a grid or scroll area
	View all rows of data in a grid or scroll area

- Some fields are required on a page. You must enter a value before a page can be saved.
- These required fields are denoted by asterisks in front of the field.

***Decision:**

- An edit box with a prompt button uses a Lookup button which looks like a magnifying glass.

Academic Institution:	=	▼	GLSGW	
Subject Area:	=	▼		
Catalog Nbr:	begins with	▼		
Campus:	begins with	▼		
Course ID:	begins with	▼		