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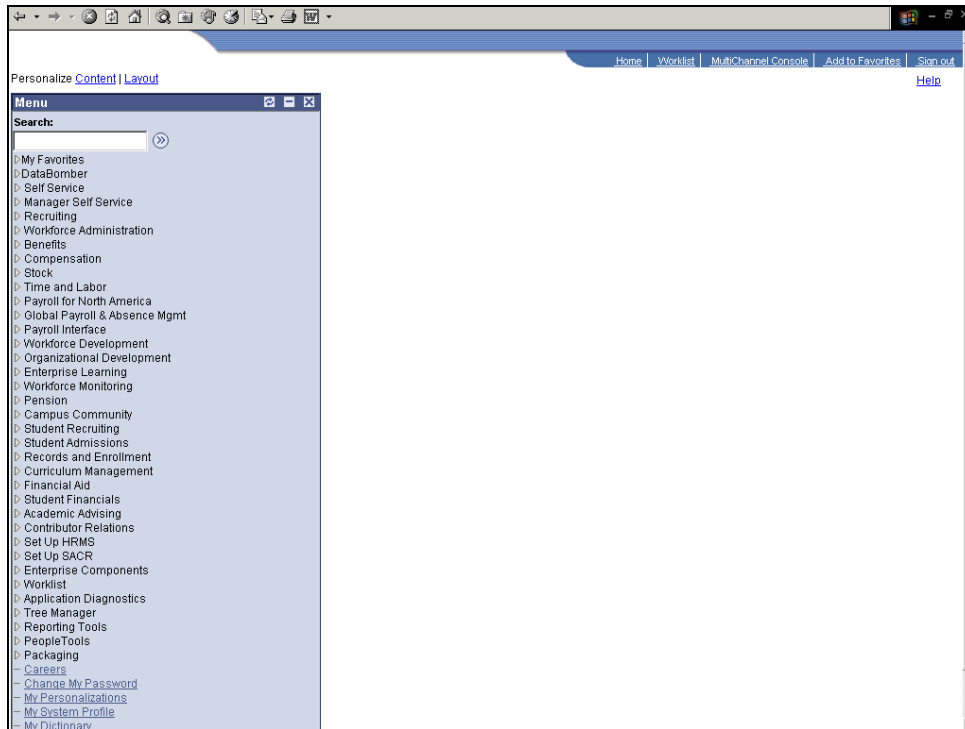
Recognizing Universal Navigation Elements

Concept

This topic discusses some basic navigation elements common to all PeopleSoft applications.

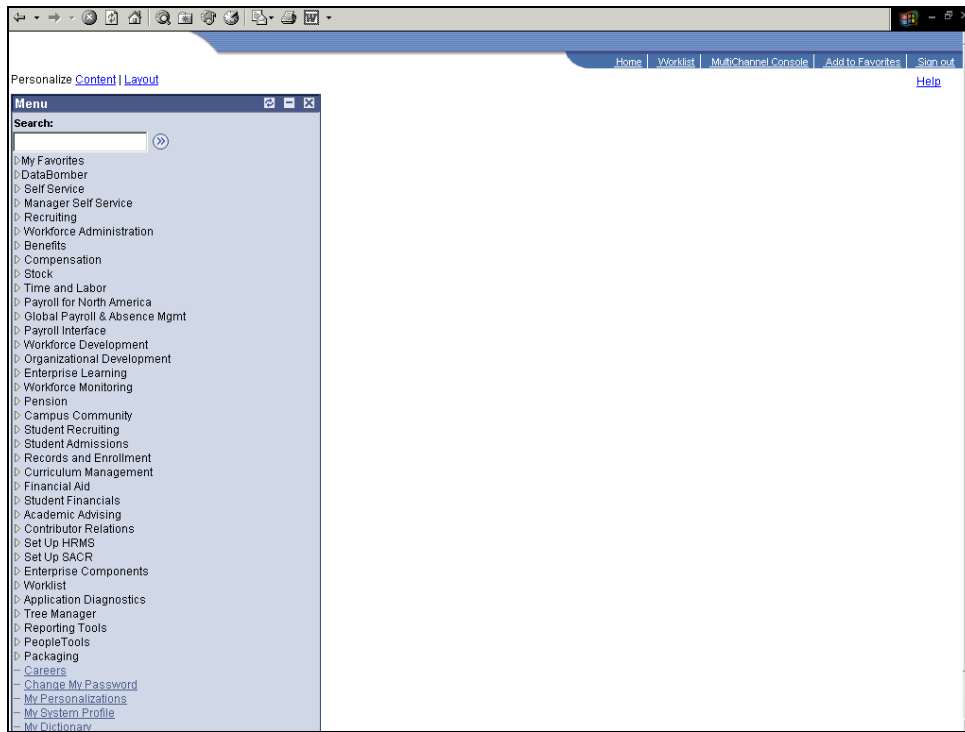
Additional Information

Procedure



Step	Action
1.	Displayed at the top of every page, is the universal navigation header . It contains the following possible links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Some of these links may or may not display, depending on the implementation of your application.
2.	You click the Home link to return to the Home page for the application.
3.	You use the Worklist link to display the Worklist page. A worklist is generated when you're using a workflow-enabled application and is an organized list of work items awaiting your attention. The Worklist page provides summary information about all items on your personal worklist. This page also provides links enabling you to view additional details about the work, navigate to pages where you can perform the indicated work, and reassign work items.
4.	The MultiChannel Console link enables users defined as agents in PeopleSoft MultiChannel Framework to access and manage tasks assigned to them. This is an optional setting that your system administrator enables. If you do not have access to this feature, the system displays a warning message indicating this.

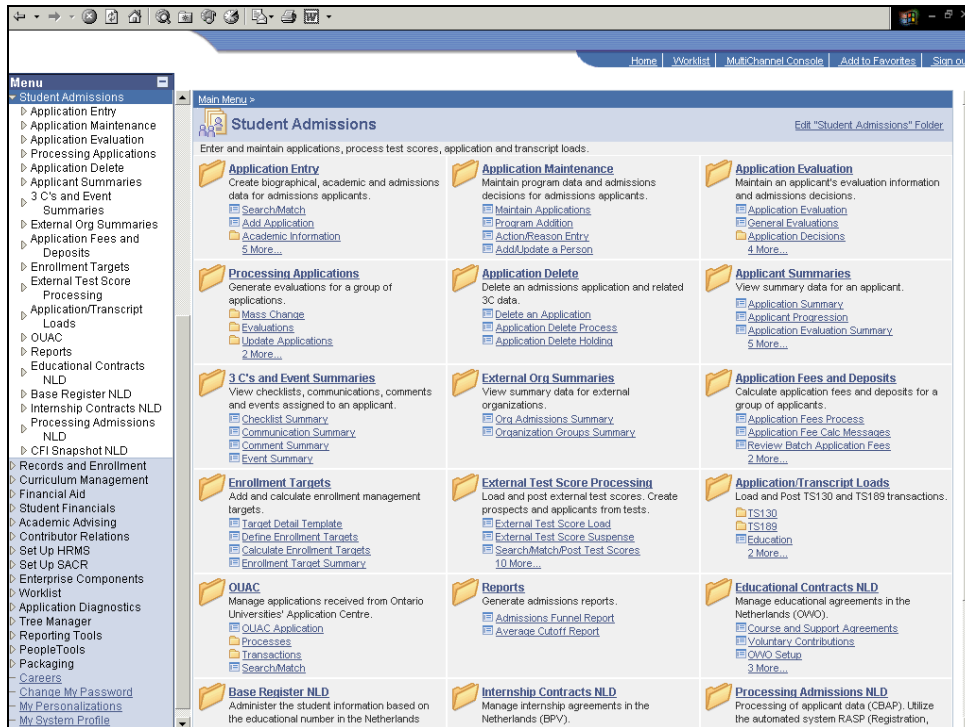
Step	Action
5.	Favorites are similar to standard browser bookmarks for frequently accessed folders and content. Once you add a favorite, it is maintained under the My Favorites folder in the menu pagelet. Once a favorite is saved, expand the My Favorites folder and click the hyperlink you want to view. You use Edit Favorites to re-label and re-sequence your favorites. You can also edit saved favorites when a URL is updated or one is deleted.
6.	You click the Sign out link to sign out of the application.
7.	PeopleSoft uses a menu pagelet to display a menu structure composed of a hierarchy of folders and content references that you can use to navigate to various application pages.



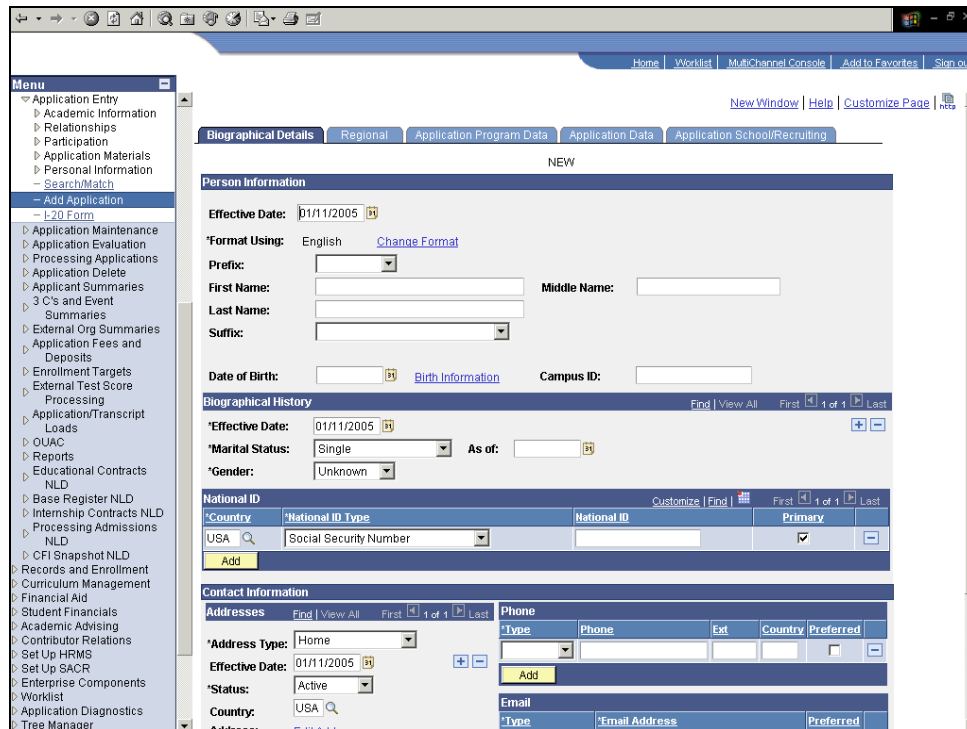
Step	Action
8.	Expanding and collapsing these folders is one way of getting around your PeopleSoft application.
9.	In addition to the menu pagelet, PeopleSoft applications include navigation pages , which serve as alternatives to the menu pagelet. These navigation pages provide a user-friendly navigation tool in the form of task-driven pages that provide intuitive access to pages needed to complete your business processes. These navigation pages can be configured to incorporate the use of icons to further increase your ability to intuitively navigate through tasks.

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Fundamentals: Recognizing Universal Navigation Elements



Step	Action
10.	You can click either the link or the icon to navigate to the next level.
11.	Components are associated with the lowest level of the hierarchy. When you access this level, the corresponding page or search page appears to the right of the menu pagelet.



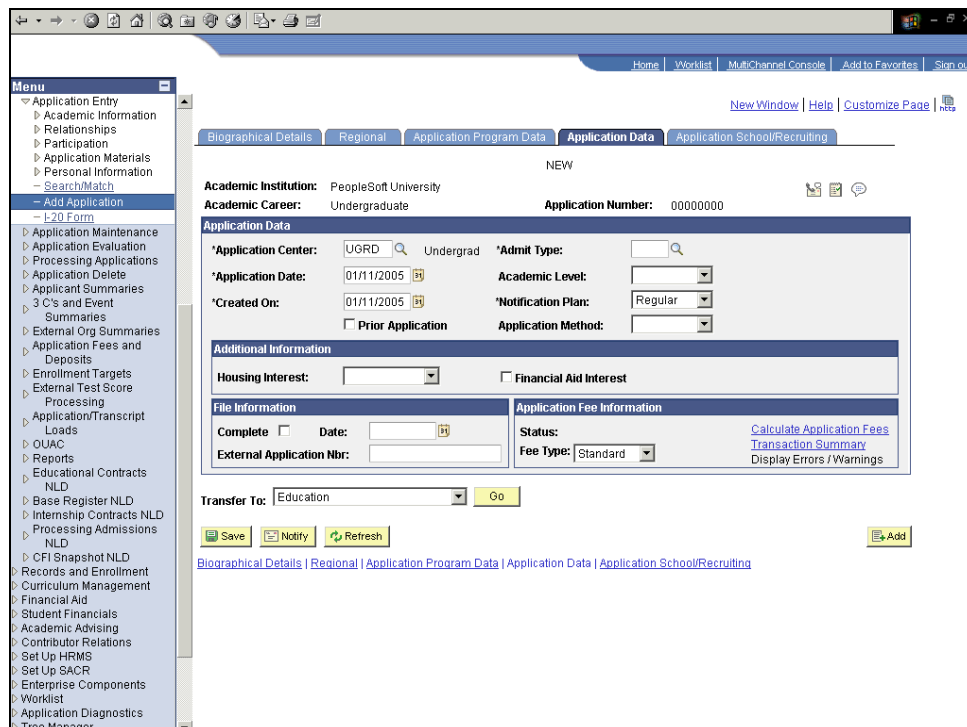
Step	Action
12.	To enter data in a PeopleSoft application, you first access a component . Components consist of several pages within the same window. Usually these are pages that are related and need to be completed in succession. To move between the pages, you can select the folder tabs , press the corresponding access key , or click the links at the bottom of each page.
13.	The links appear below the row of buttons. Folder tabs, access keys, and links are discussed in more detail in the "Navigating To and Within Pages" lesson of this course.

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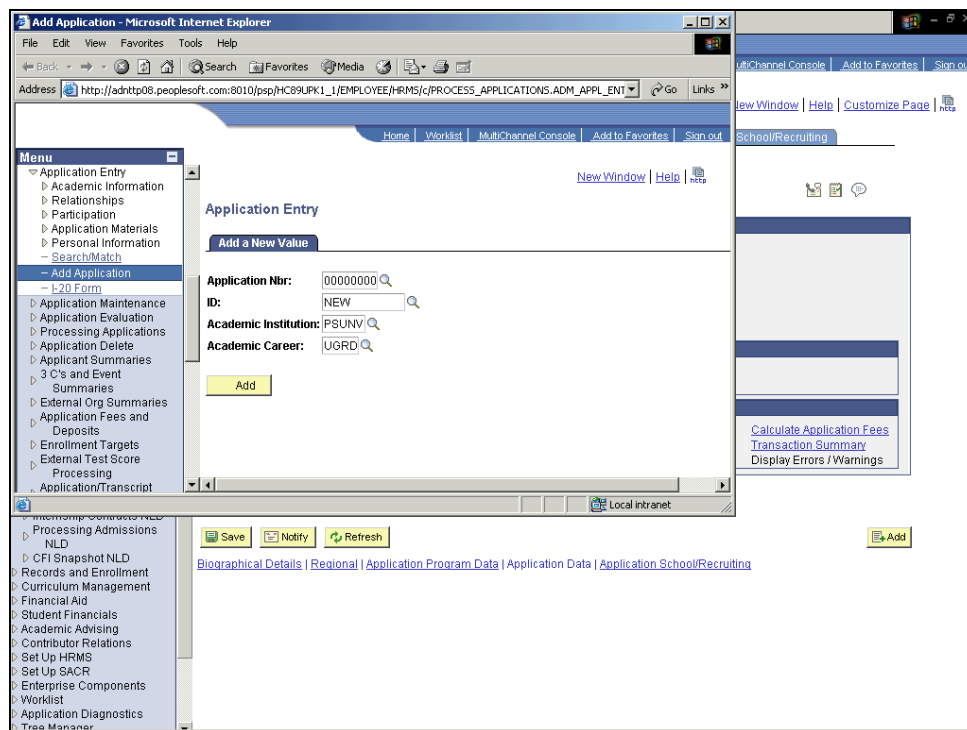
Fundamentals: Recognizing Universal Navigation Elements




Step	Action
14.	<p>Occasionally you will see pages that, in addition to having links to other pages in the component, have links to related components or pages. The related links appear at the bottom of the transaction area above the toolbar. Click any of these links to access that page or component. This convenience enables you to move easily to related transactions for the same key field to enter data without going through the search process again. When you click a component link, you will notice that the new transaction contains the same component links, enabling you to return to the original transaction if desired. The component or page in which you are working appears in black text and is not underlined.</p> <p>Some applications, like this component, identify these related links in another way. This example has a "Transfer To:" drop-down list box that contains related components and a "Go" button. There also could be the phrase "Go to:" along with the related links at the bottom of a page, or a drop-down list box with "...More" that contains additional related transaction links.</p>
15.	<p>Just below the universal navigation header sits the pagebar, which is a series of links and buttons. The availability of these options are controlled by the application developer. All options may not be available for each component.</p>



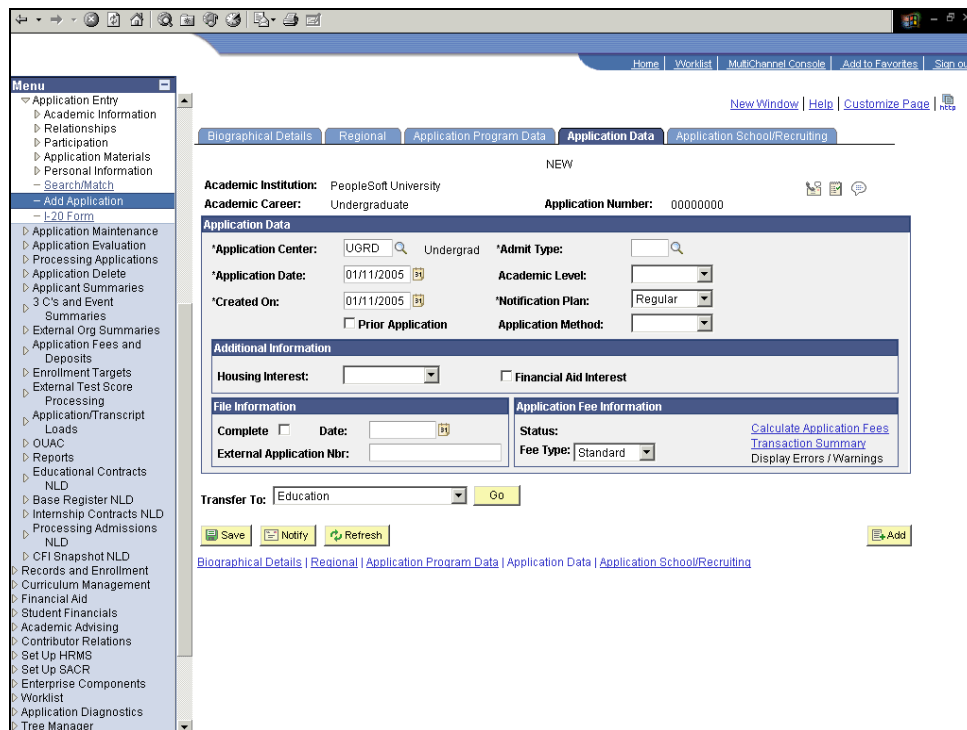
Step	Action
16.	<p>You can use the New Window link to open a new browser window, or child window. The new window shows the current component page as well as the navigation to your current position. From this window, you can view or enter data. You can open as many child windows as needed using the New Window link. Do not use your browser's File, New, Window feature. Doing so copies the current HTML from the parent window, instead of opening a new PeopleSoft-maintained window session.</p>




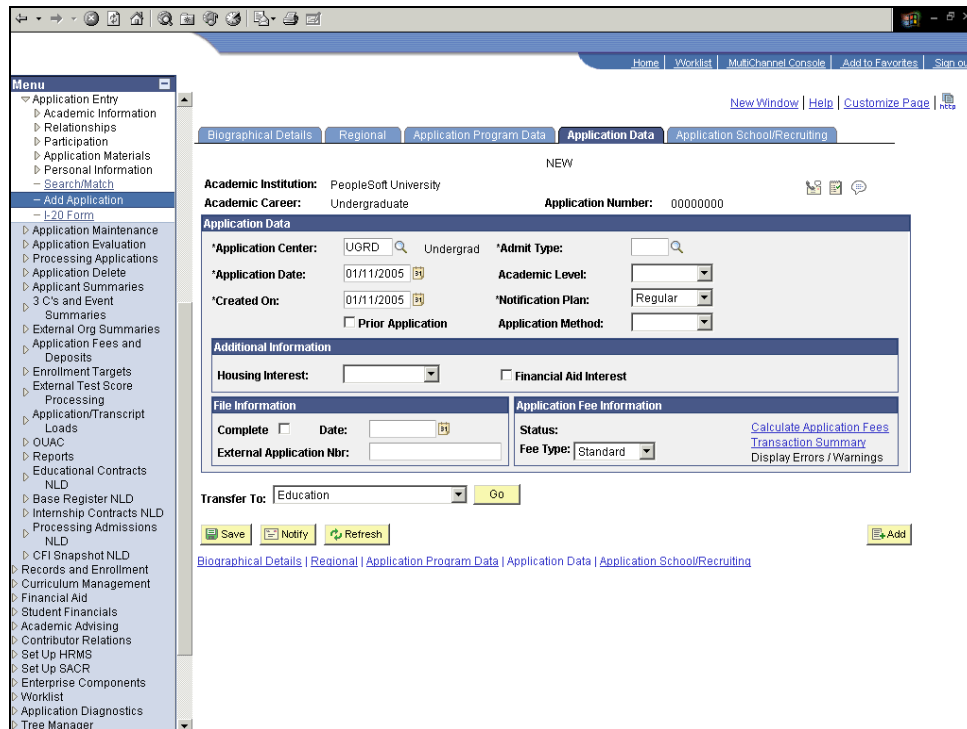
Step	Action
17.	<p>Notice the new browser window. Click the Close button.</p> 
18.	<p>The Help link opens online help for the specific transaction page that is displayed. If you're using PeopleSoft's User Productivity Kit (UPK), you may also program this link to open the UPK content.</p>

Business Process Document

Fundamentals: Recognizing Universal Navigation Elements



Step	Action
19.	The Customize Page link enables you to control the initial display of the page.
20.	<p>Use this page to:</p> <ul style="list-style-type: none"> • 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. <p>Click the Cancel button.</p> 



Step	Action
21.	You use the http icon to copy the current page URL to the clipboard so that it is available for pasting in emails or other applications. The copied URL includes page, action, and search key information to display in the context of the portal, if you are using the portal. If you did not pass through the portal, then the system displays the page only without the portal frames.
22.	After making any changes to a page, you must click the Save button in order for the system to commit your changes to the database. Pages in a component are treated as a single entity when you try to save data. If you have not completed all required fields, the system prompts you to enter additional data.
23.	In summary, PeopleSoft's browser-based interface is intuitive and easy to use. End of Procedure.