

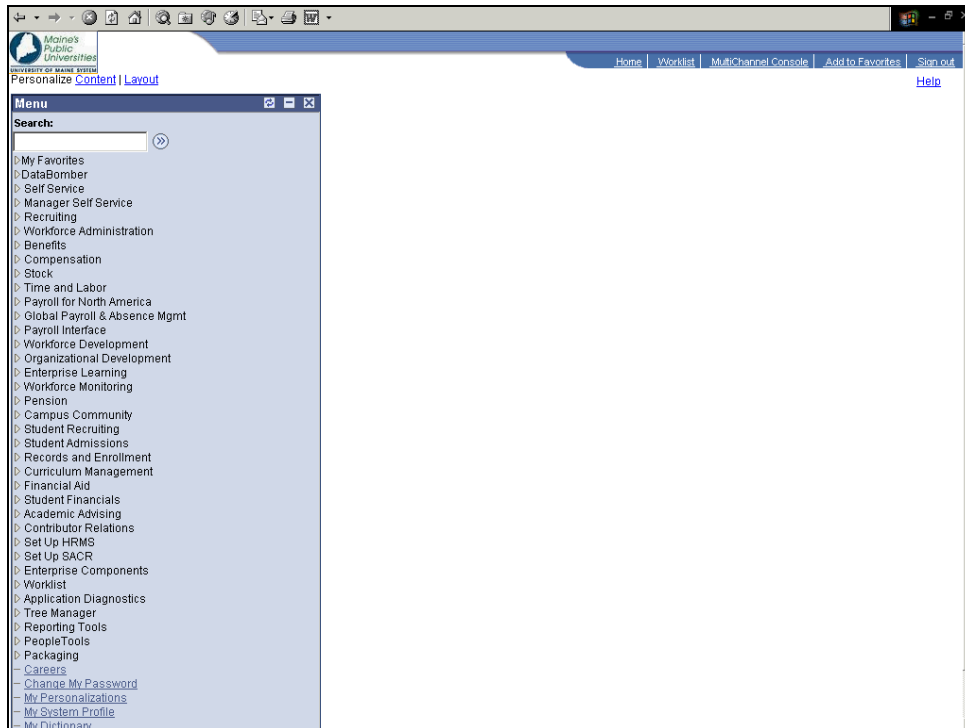
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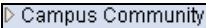
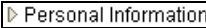

## Using the Navigation Pagelets

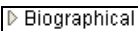

### Concept

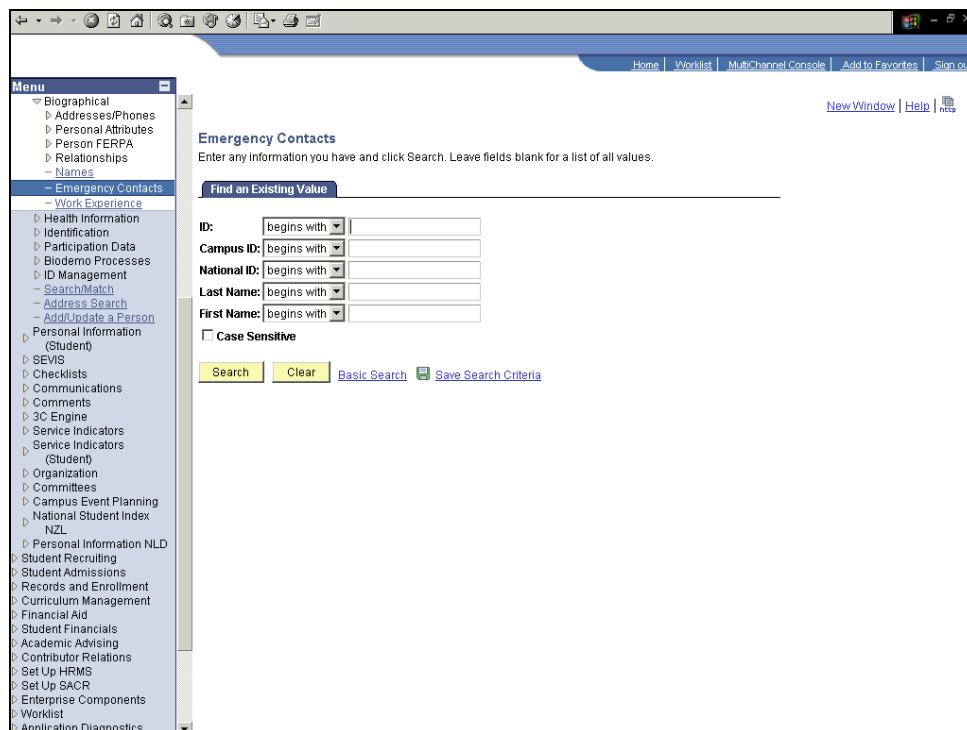
You use the navigation pagelet to view and select various folders and links.


## Procedure



Step	Action
1.	The menu pagelet is set up in a navigation hierarchy. When you click a level to expand it, the next level is displayed and highlighted. Click the <b>Campus Community</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	There are two types of levels displayed for this folder. The levels with the arrows next to them expand further to show additional levels. The level displayed as a hyperlink is the lowest level. When you click a hyperlink, a component will display to the right of the menu pagelet.
4.	There are several links listed here. If you want more information about a folder or link in the menu pagelet, you can roll your mouse over it to view a call out that describes the purpose. Point to the <b>Add/Update a Person</b> object. 
5.	Notice the call out that describes the purpose of the link.

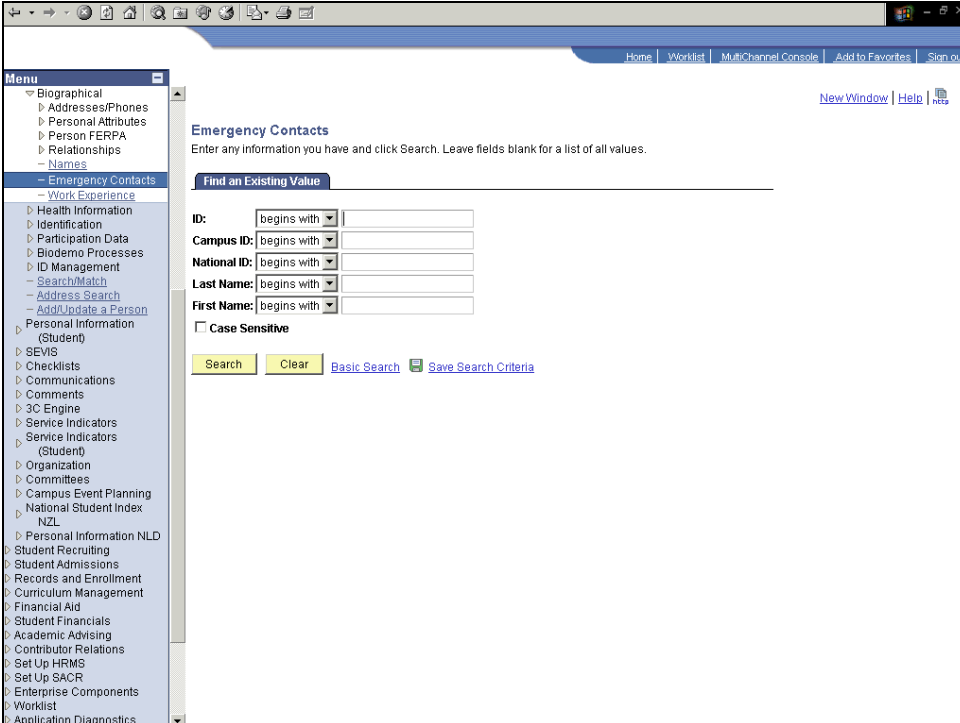
Step	Action
6.	Click the <b>Biographical</b> link. 
7.	You click a link to open a component. When opening a component, a search page is generally displayed first. Click the <b>Emergency Contacts</b> link. 
8.	Notice that the <b>Emergency Contacts</b> search page is displayed to the right of the menu pagelet.




Step	Action
9.	You can collapse the menu pagelet to display more of the page in the window. Click the <b>Collapse</b> button. 
10.	You can collapse and expand the menu pagelet at any time. Click the <b>Expand</b> button.

# Reference Guide

## MaineStreet Fundamentals: Using the Navigation Pagelets



Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | 

**Menu**

- Biographical
  - Addresses/Phones
  - Personal Attributes
  - Person FERPA
  - Relationships
  - Names
- Emergency Contacts**
- Work Experience
- Health Information
- Identification
- Participation Data
- Biodemographics
- ID Management
- Search/Match
- Address Search
- Add/Update a Person
- Personal Information (Student)
  - SEVIS
  - Checklists
  - Communications
  - Comments
  - 3C Engine
  - Service Indicators
  - Service Indicators (Student)
  - Organization
  - Committees
  - Campus Event Planning
  - National Student Index
  - NZL
  - Personal Information NLD
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advising
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Application Diagnostics

**Emergency Contacts**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**ID:** begins with

**Campus ID:** begins with

**National ID:** begins with

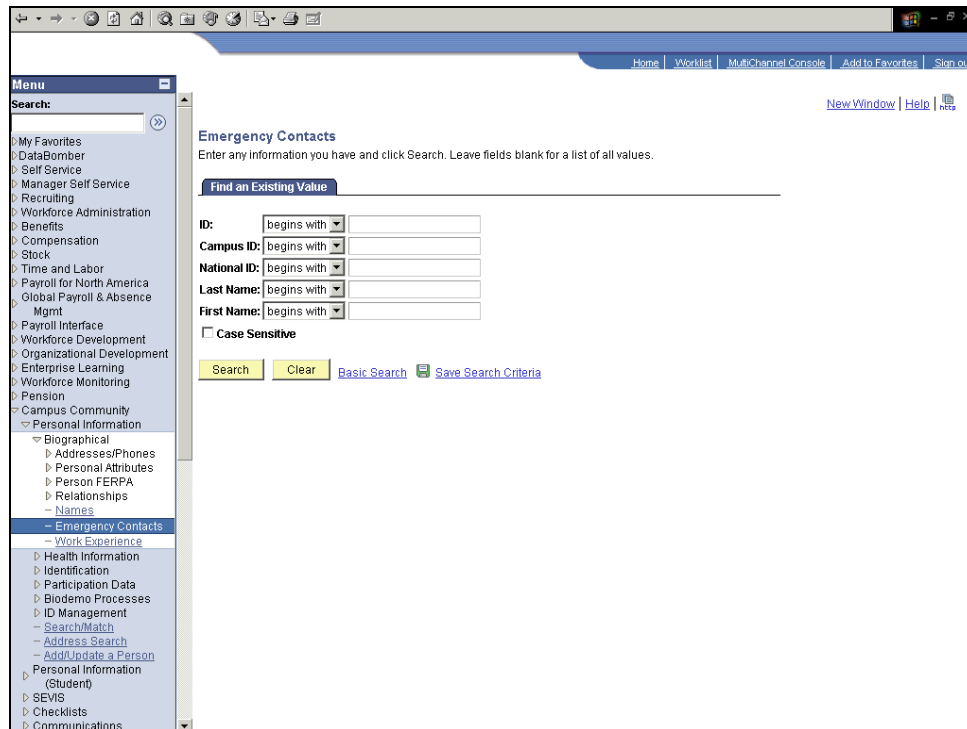
**Last Name:** begins with

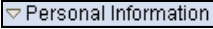
**First Name:** begins with

Case Sensitive

[Basic Search](#)

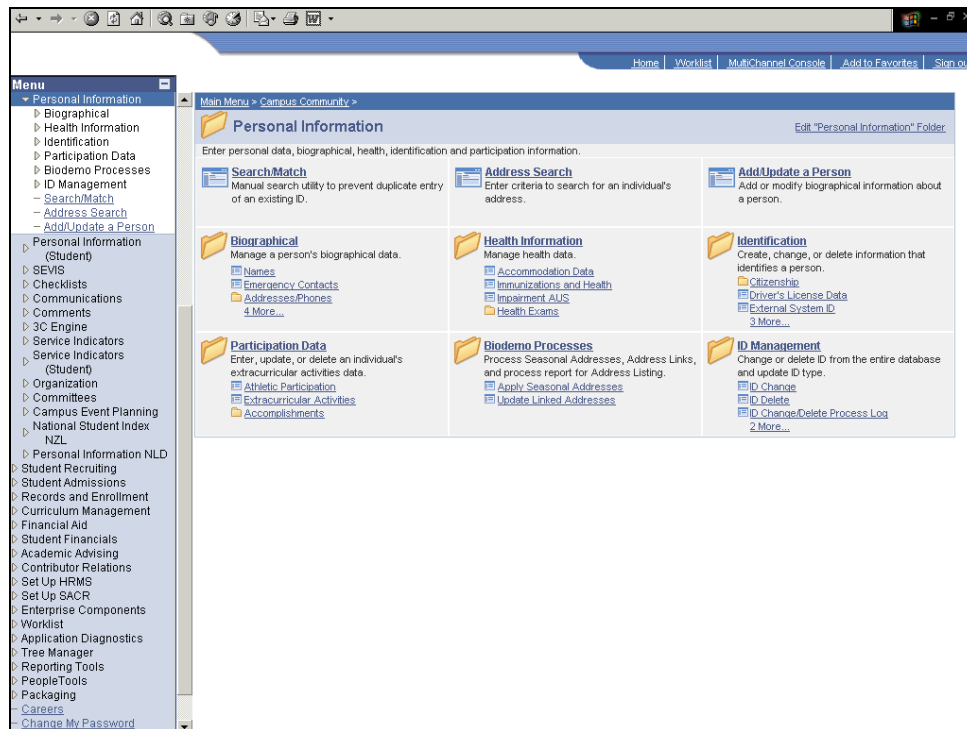
Step	Action
11.	Click the <b>vertical</b> scrollbar.
12.	You use the <b>Search</b> field to search for a registered content reference within the system. You enter the name of the page you want to find, and press <b>Enter</b> or click the <b>Search</b> button. This action opens the <b>Search</b> page displaying the results.





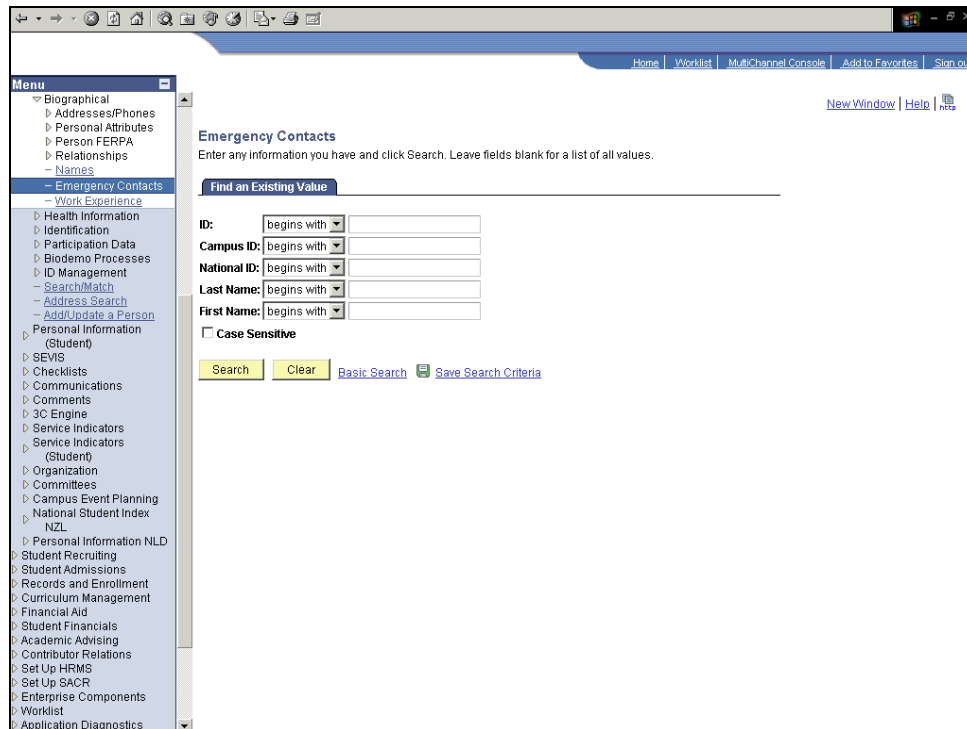
Step	Action
13.	Click the <b>Personal Information</b> link. 
14.	In addition to the menu pagelet, PeopleSoft applications include <b>navigation pages</b> , which serve as alternatives to the menu pagelet. These navigation pages provide a user-friendly navigation tool in the form of task-driven pages 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.
15.	There are two types of navigation displayed in this navigation page. The <b>Add/Update a Person</b> section displays a link to a component.
16.	The other sections show folders. In these sections, the links that are contained in the folder as also displayed. Up to four links are displayed. If there are more than four, you can click the <b>n More...</b> link to view the additional links.

# Reference Guide

## MainStreet Fundamentals: Using the Navigation Pagelets



Step	Action
17.	<p>You can also click the folder to expand it to view all the links on one page. You can click either the <b>link</b> or the <b>icon</b> to expand the folder.</p> <p>Click the <b>Biographical</b> button.</p> 
18.	<p>Components are associated with the lowest level of the hierarchy. You can click either the <b>link</b> or the <b>icon</b> to access the component.</p> <p>Click the <b>Emergency Contacts</b> button.</p> 



Step	Action
19.	The <b>Emergency Contacts</b> search page is displayed.
20.	In summary, it is easy to navigate in your PeopleSoft application by expanding and collapsing the hierarchy to get to the desired pages. <b>End of Procedure.</b>