



# College Financial System User Procedure

**Title:**

*Navigator Functions*

**Description:**

*The Functions tab in the Navigator window is where you will access the various forms in your College Financial System responsibility. You may also create a top ten list in the Navigator.*

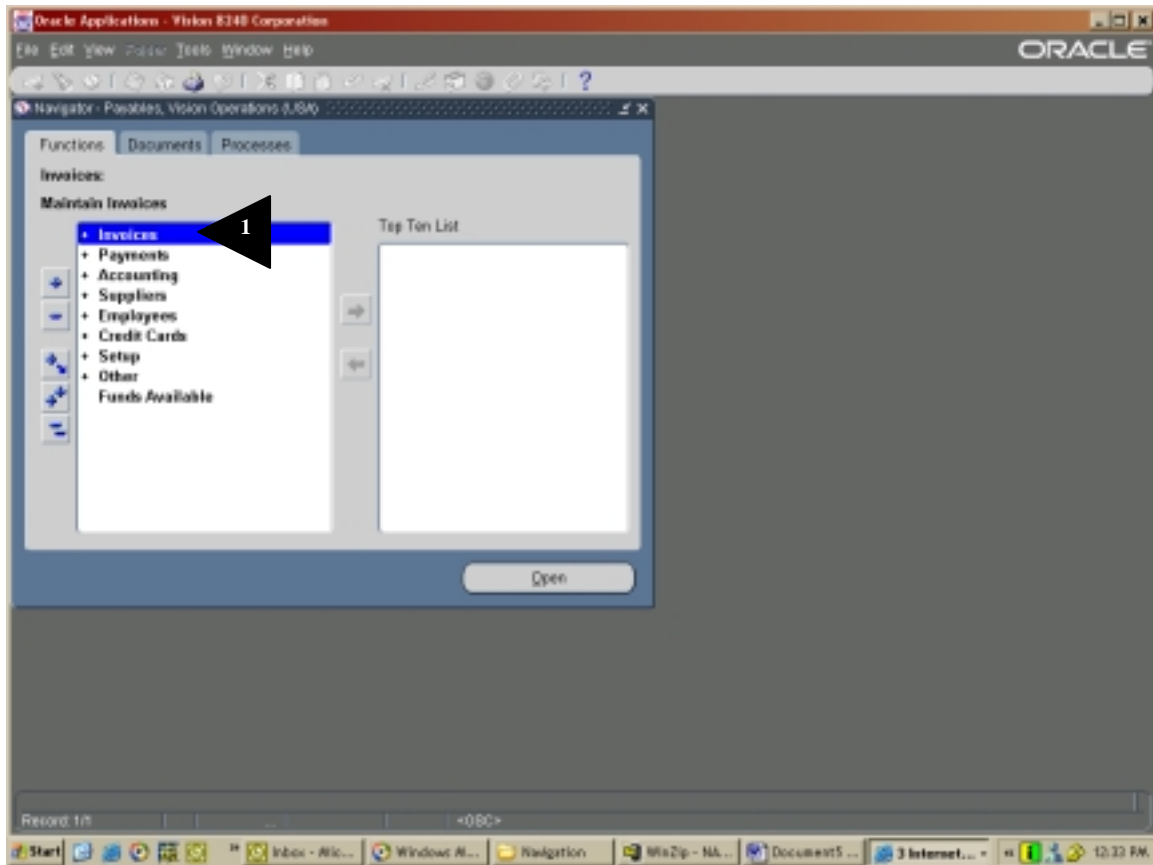
**College Financial System Prerequisites:**

- *You must have access to at least one College Financial System responsibility*

<i>Menu Path</i>
Navigator


## Window Name:

Navigator



This example uses the Payables module to detail Navigator Functions. Your responsibility may differ.

### Field Name            Description/Action

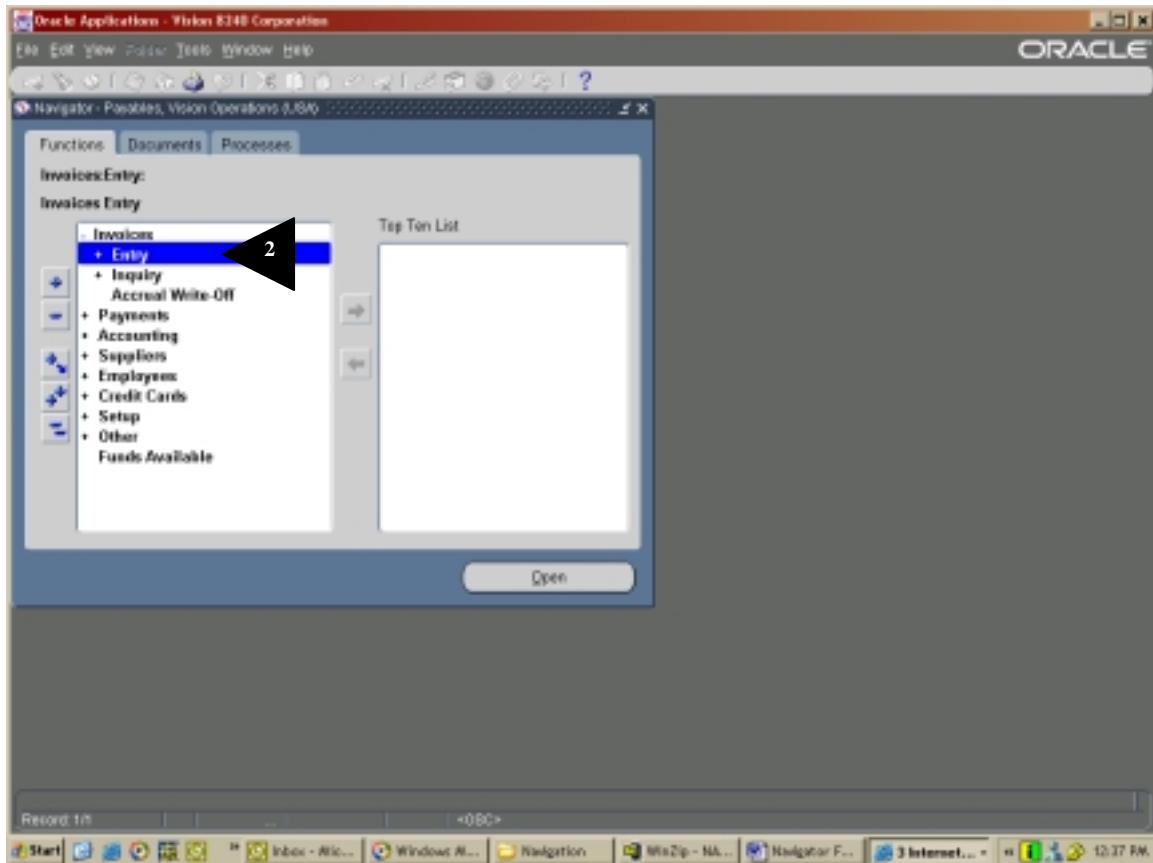
 **Note:** The left side of the window contains the menu items for the specific responsibility. Items with a (+) before them indicate there are additional nodes in the menu path.

1. To navigate through the additional nodes of the menu path, double-click on an item.


 **Note:** You may also click once on a node and click on **OPEN**.

## Window Name:

Navigator



### Field Name                      Description/Action

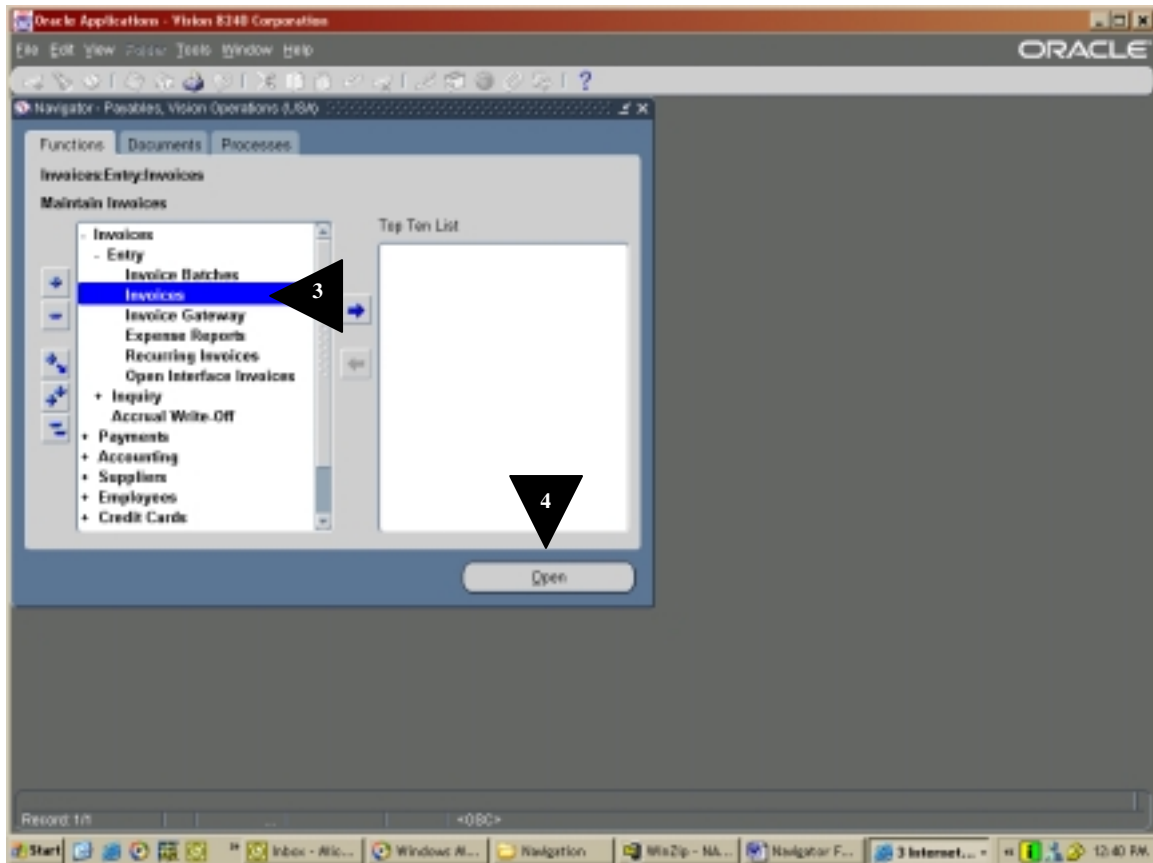
 **Note:** Nodes without a (+) or a (-) are the lowest level of the menu path. The lowest level of a menu path is a form.

 **Note:** An item with a (-) is an expanded branch of the menu path.

2. If the next node has a (+) in front of it, double-click on that node to move further through the menu path.

## Window Name:

Navigator



Field Name	Description/Action
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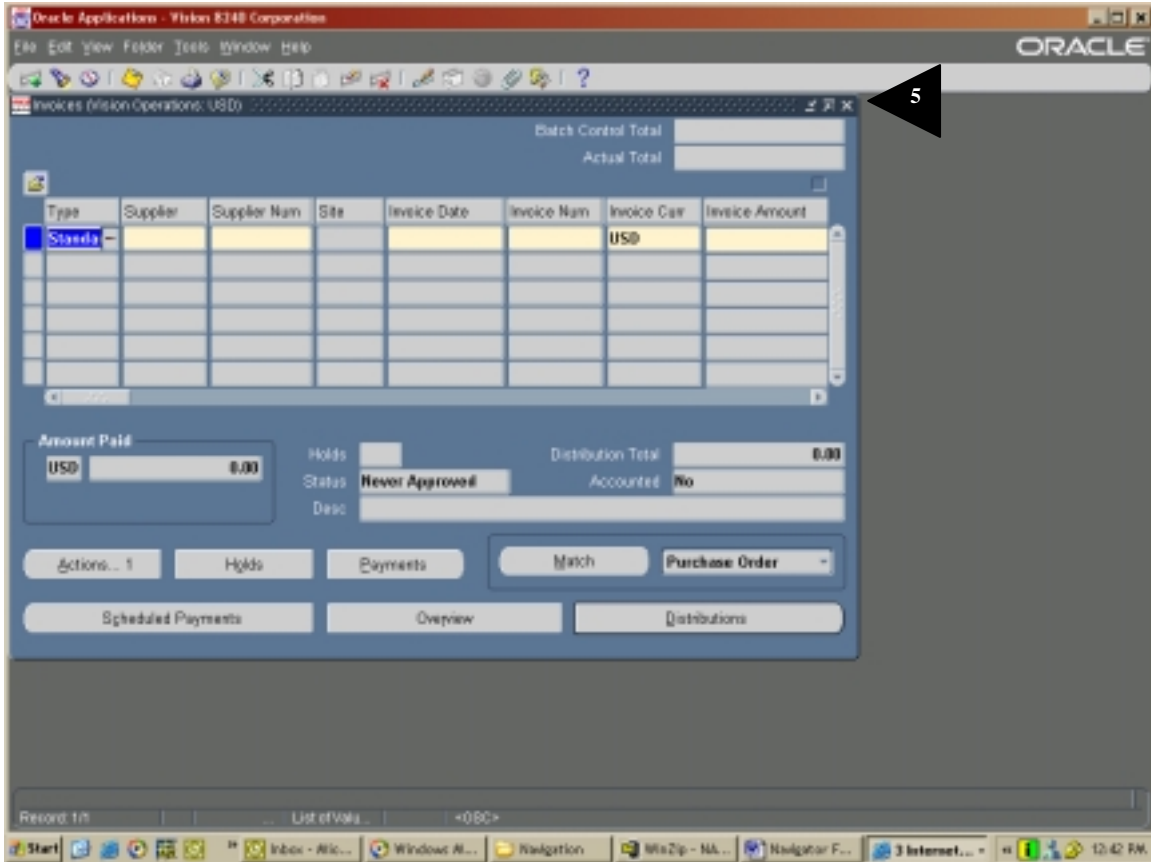
3. When you have reached the lowest level of the menu path, select your desired item by clicking once on it.

4. Click on **OPEN**.

 **Note:** You may also double-click on a lowest-level item to open the form.

**Window Name:**

*Invoices*



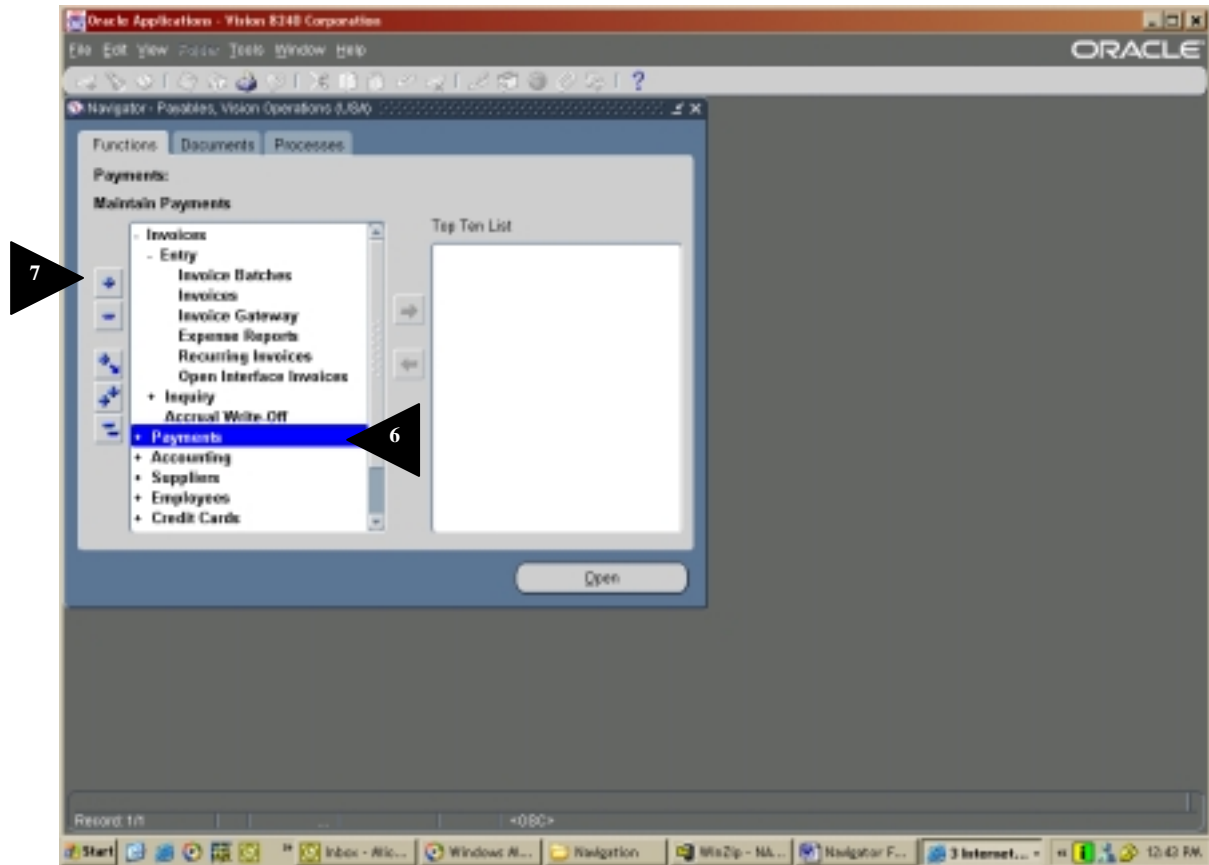
You're taken to the appropriate first screen of the form. This example selected the Invoices form in the Payables responsibility. Your forms may vary.

**Field Name                      Description/Action**

- 5. Close this window by clicking on the X in the upper right-hand corner to return to the Navigator.

## Window Name:


Navigator



The buttons to the left of the menu path provide additional methods of expanding and collapsing branches of the menu.

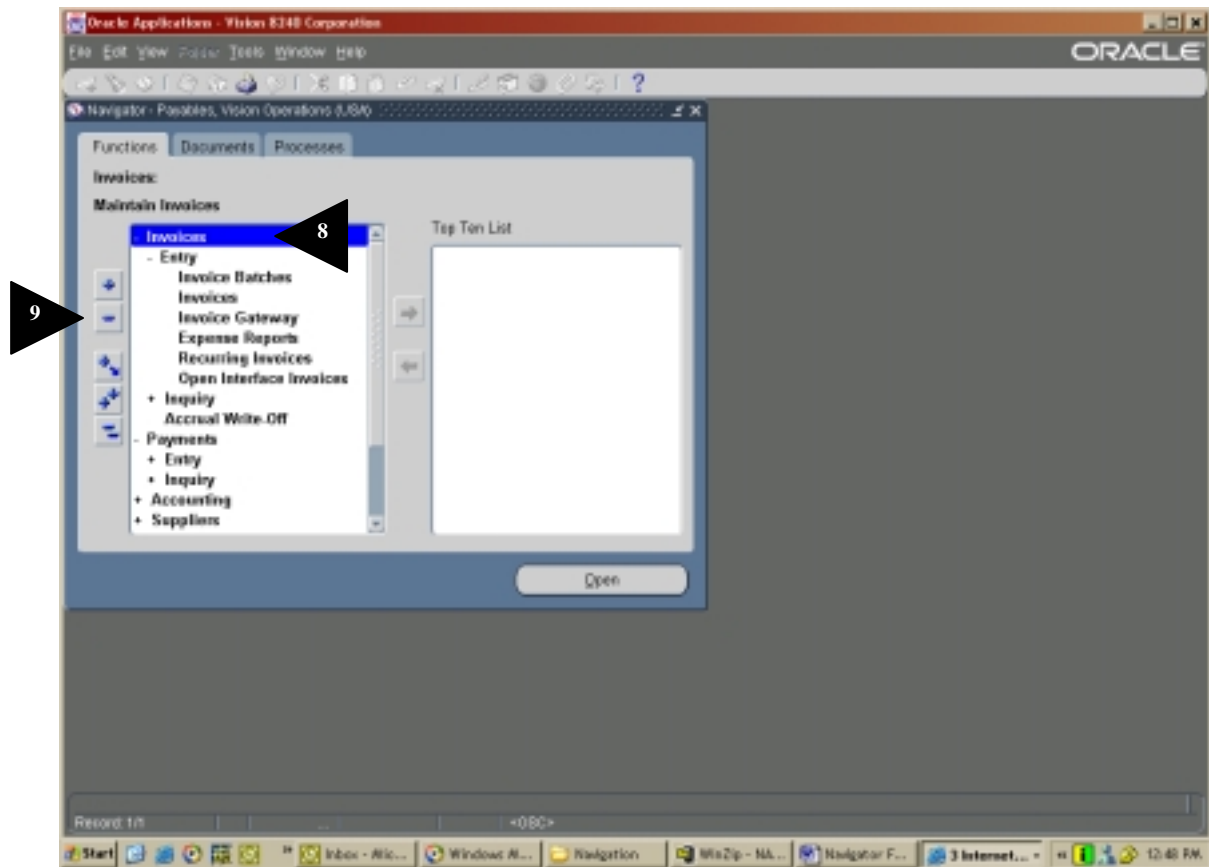
Field Name	Description/Action
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6. To expand one node, click on the node.

7. Click on .

## Window Name:


Navigator



All items under that individual node are revealed.

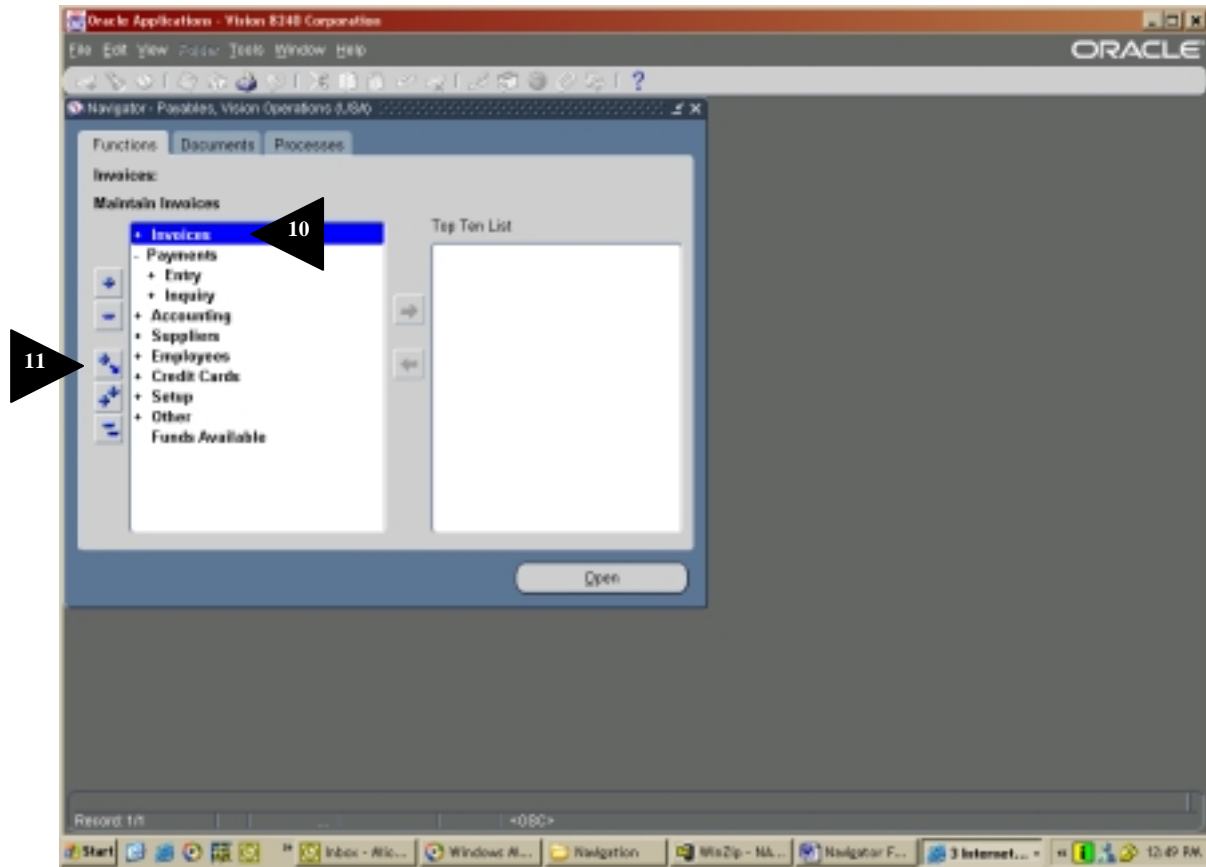
Field Name	Description/Action
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8. To collapse the items under one node, select an item with a (-).

9. Click on .

**Window Name:**


Navigator



All the items under one node have been collapsed.

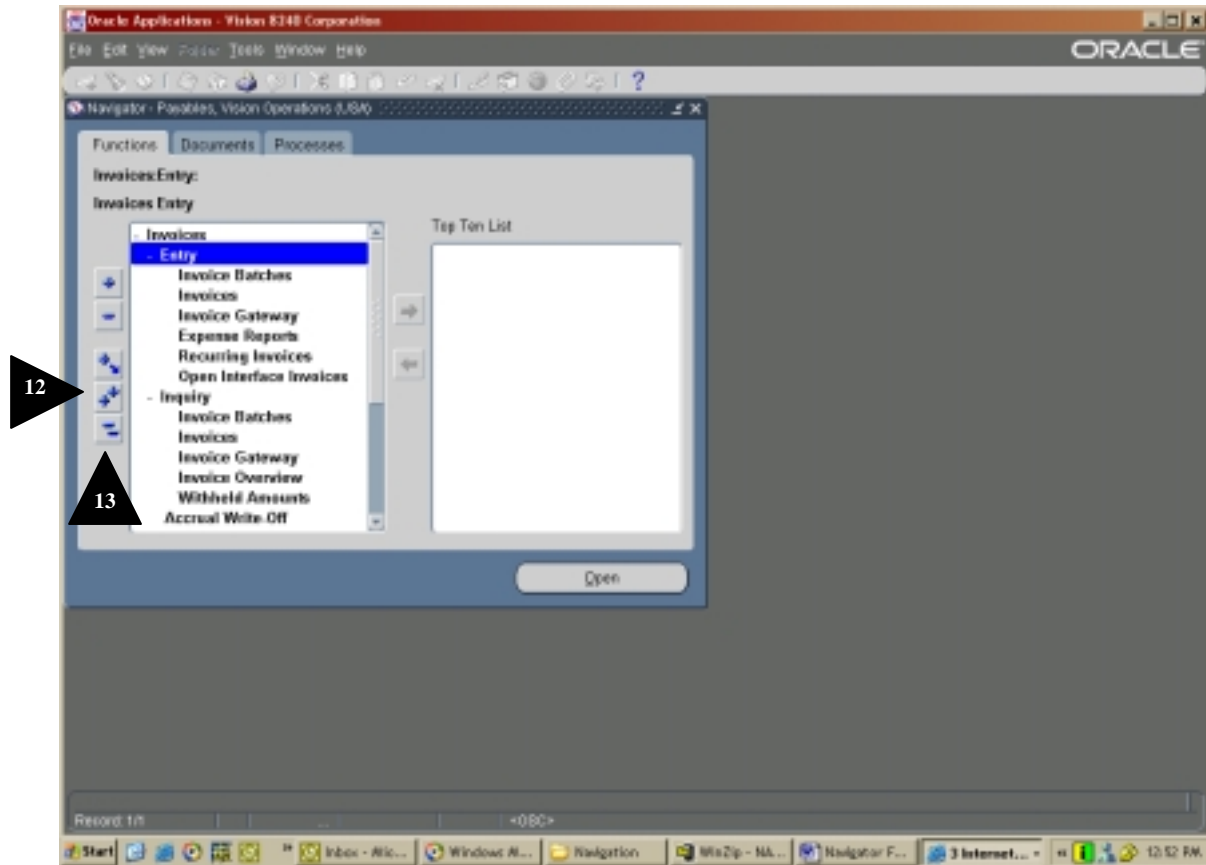
**Field Name**                      **Description/Action**

**10.**To expand all nodes under one branch, select an item.

**11.**Click on .

## Window Name:


Navigator




All items under that one node, including the sub-nodes of other items in that node, are displayed.

Field Name	Description/Action
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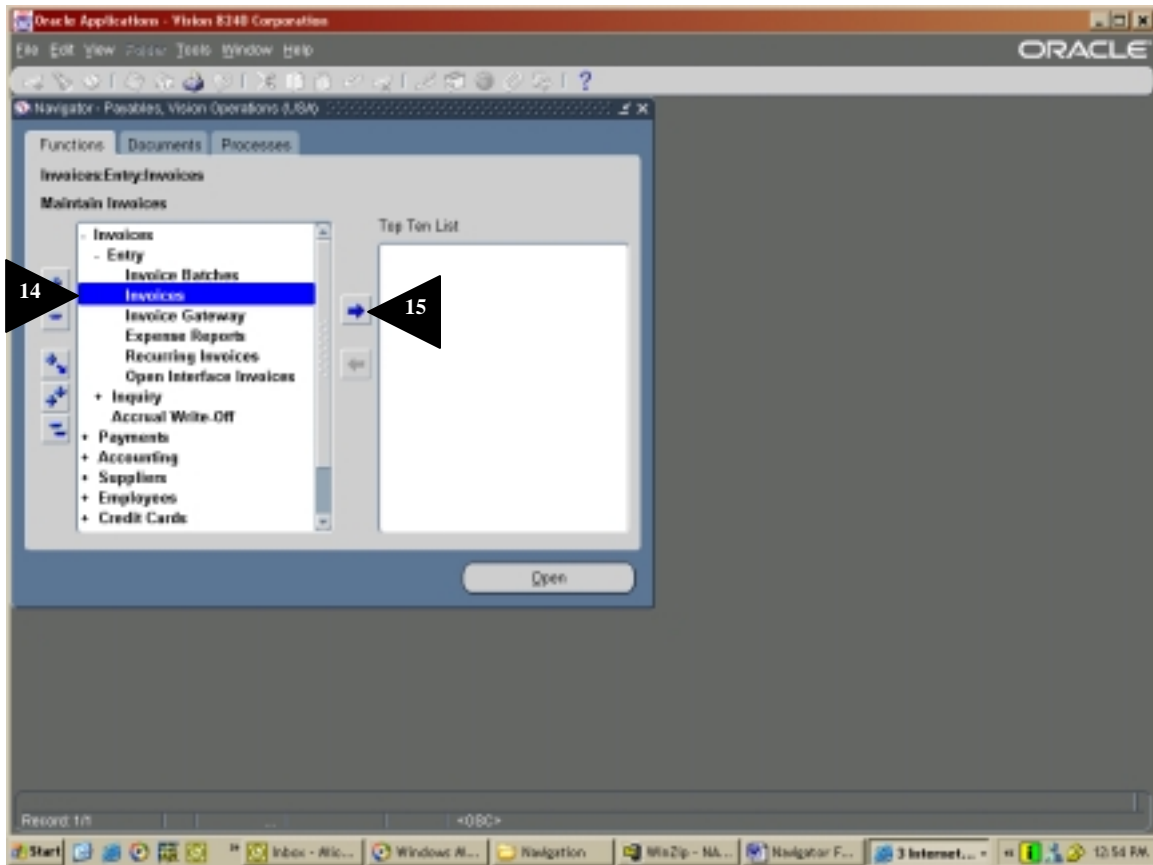
 **Note:** You may need to scroll down through the menu path to view all nodes.

12. To expand all items in the entire menu, click on .

13. To collapse all items in the entire menu, click on .


## Window Name:

Navigator




This next section will discuss placing and removing items from the Top Ten List.

### Field Name                      Description/Action

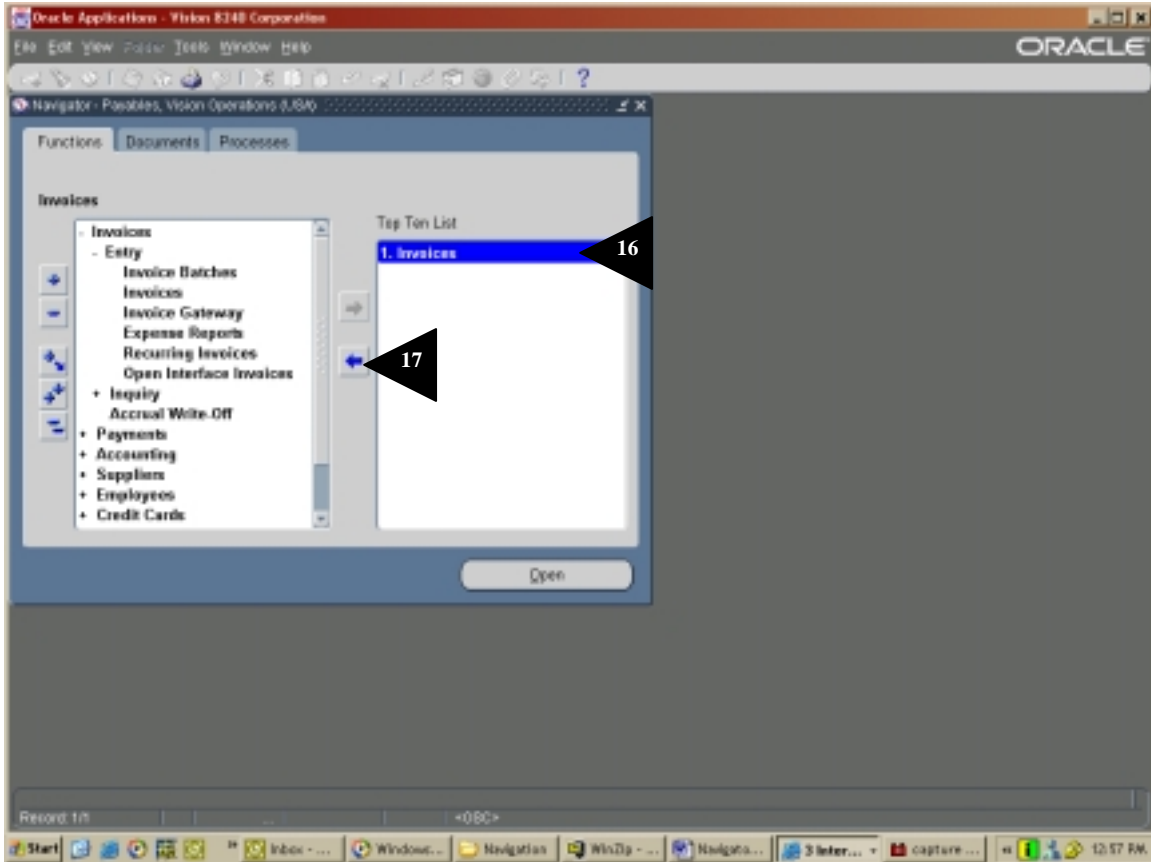
 **Note:** Your Top Ten List may contain forms you access frequently. Placing items in your Top Ten List allows you to access a form without navigating through the menu path. You may have up to ten items in your Top Ten List. You may modify by adding and deleting items to your Top Ten List as often as you wish.

14.To add an item to the Top Ten List, navigate through the menu path to a form.

15.Click on .


## Window Name:

Navigator




Your form appears in the Top Ten List.

### Field Name            Description/Action

 **Note:** You may open a form from the Top Ten List in one of three ways: (1) double-click on the item in the Top Ten List, (2) click once on the item in the Top Ten List and click on **OPEN**, or (3) type in the number in front of the item on your keyboard.

**16.** To remove an item from the Top Ten List, select that item from the list.

**17.** Click on .



End of procedure