After you make a selection from the Menu, the Navigation Page displays.

The Menu opens down. You can use the Menu or Navigation Page to navigate.

Use the Collapse button to close the menu.

Search for a page using keywords. For example, type “Plan” to get the navigation for the Program/Plan pages.

Click on the Home link any time you want to return to the Home Page.
Use the **Add to Favorites** link to set a favorite in PeopleSoft. Set favorites on Search Pages.

After you perform a search, the transaction page displays.

Use the **Expand** button to reopen the menu.

Click on the **Include History** checkbox to include any historic data.

Use the **New Window** link to open a new PeopleSoft window to work in.

Use the **View Tools** to sort and view rows of data.