The Navigator

When you select a responsibility from the E-Business Suite Homepage and click on the relevant task, UFS will load and the relevant form will display. When that form is closed, the Navigator is displayed, as shown below:
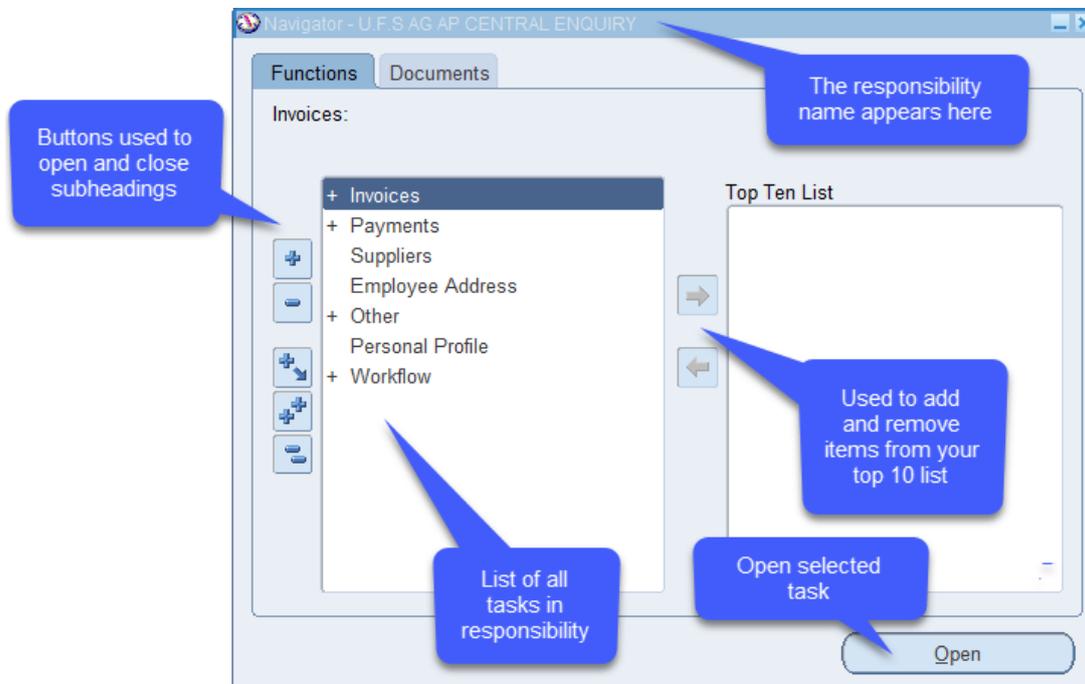
The navigator displays all of the tasks within the selected responsibility.

Tasks with a **+** symbol adjacent to them are sub-headings. Each sub-heading contains one or more tasks within it.

To open the subheading and find the required task you will need to do **one of the following**:

- Double-click the heading.

- Click on the heading and click the Open button.

- Click on the heading and press the Enter key on your keyboard.

- Click on the blue **+** icon

Once you have located the task, you can open it in the same way as above, but the most straightforward way is to double-click on the task name.