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 actually sub-headings. Each sub-heading contains one or more tasks within it and you will need to perform any one of the following to open them:

- Double-click the heading.
- Click on the heading and click the Open button.
- Click on the blue + icon.
- Click on the heading and press the Enter key on your keyboard.

Opening a task follows the same principles as opening a sub-heading; however the most straightforward way is to double-click on the task name.