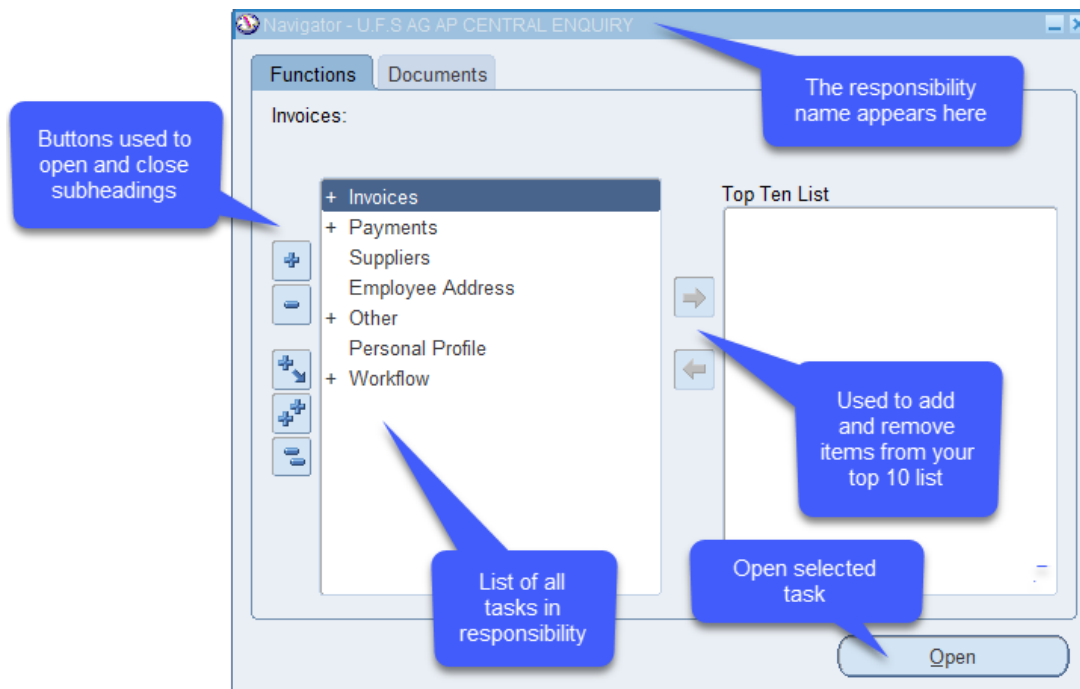


The Navigator

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.

Setting up a Top Ten List

To save searching for frequently used tasks, you can set up a Top Ten list for each responsibility you have.

To add a task to the *Top Ten List*, highlight the task and click on the forward



arrow button.

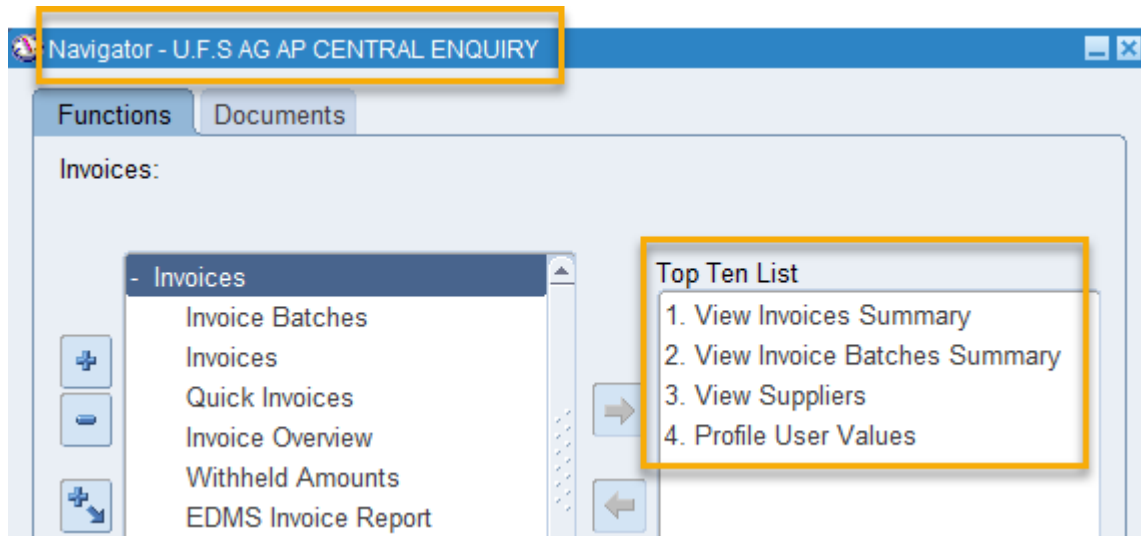
To remove a task, highlight the relevant line and click on the back arrow button



NB: The name of some of the tasks that you select to display in your *Top Ten List* may change but it's the same task.

Double click on the task to open it. The tasks open in what is known as a form in UFS.

The *Top Ten List* is similar to *Favorites* as it contains shortcuts through to tasks that you carry out on a regular basis. The main difference is that with the *Top Ten List* you must select the responsibility in the navigator for the list to appear.



On the E-Business Suite Homepage, *Favorites* can be from a mix of responsibilities and allow you to bypass the navigator and take you straight into the task.

