

## Optional Navigation Methods: Web Page Navigation

### Overview

- You know how to create a Favorites list of frequently used web pages or web sites using the tools provided on the *Home Page Favorites* menu. Did you know that the Favorites list remains accessible when you open one of the HRSS web pages?
- When not on the Home Page, a Navigator menu also becomes available. This menu lists your Main Menu Responsibility and provides access to the related web pages/functions. You can use this menu to access another web page or function without returning to the Home Page.

### Navigation

- Enter the web address: **hrss.siu.edu**
- Login to your Home Page.

### Home Page – Favorites

- Once you have added web pages to your Favorites, you can navigate to those from any HRSS web page.
  - Refer to *Unit 12, Module 4, Learning Cycle 1: Favorites* for instructions to create a Favorites list.
- To navigate to a web page using the *Home Page Favorites*, just click the **Favorites Down Arrow** and select the web page you want to view from the picklist.

### Web Page – Navigator Menu

- Once an HRSS web page application opens a **Navigator** tool becomes available at the top of the page.
- To navigate using this tool, click the **Navigator Down Arrow**.
- Your Main Menu “Employee Online Services” Responsibility will be on the list; web pages are nested. To access the web pages or other functions:
  - Click on the Responsibility you need.
  - The functions for that Responsibility will appear in a list to the right or left of the menu.
  - To select a function, click on it.
  - In a few seconds, the corresponding web page will open.
- A **Manage Navigator** link is located at the bottom of the Navigator picklist.
  - Clicking this link activates the screen to Hide and Show Responsibility, just as the Personalize button does on the Main Menu.
  - *This functionality is NOT recommended for HRSS.*
- To close the Navigator picklist, click anywhere on the page.

### Web Page – Favorites Menu

- From an open web page, click the **Favorites Down Arrow** located at the top of the page.
- The Favorites picklist opens and displays your list of Favorites.
  - One advantage in having a Favorites list is that you can access your Favorites from any HRSS web page.
  - The **Manage Favorites** link is also available; This link is used to create a Favorites list.
  - **Add to Favorites** link is on the Favorites menu on a web page. ***This option should NOT be used.***
    - Although the link appears to be a quick and easy way to add Favorites to your list, it doesn't have the correct navigation tools to exit an application. You will be forced to logout in order to exit the window.*
  - To navigate to a web page using the Web Page Favorites menu, just click on the desired link on the picklist.
- To close the Favorites picklist, click anywhere on the page.
- Click **Home** to exit the web page.