Menu and Tabs

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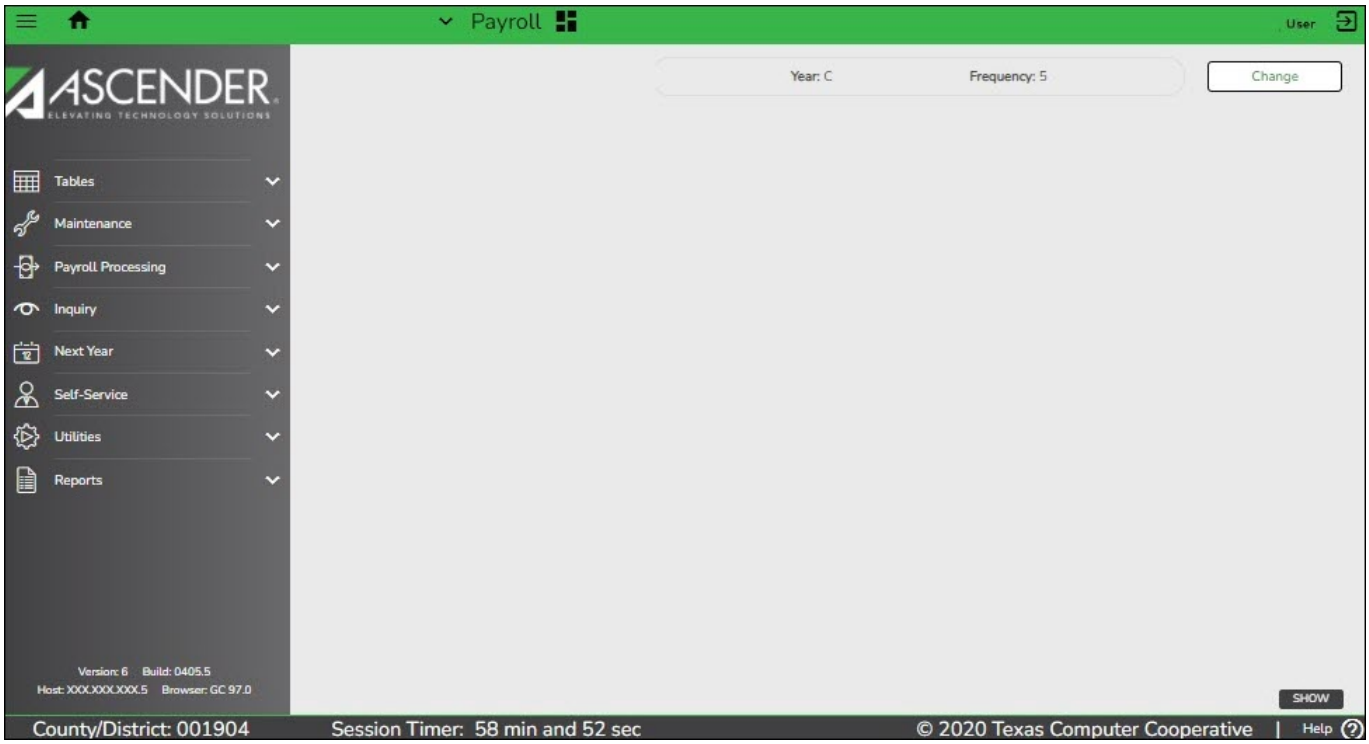
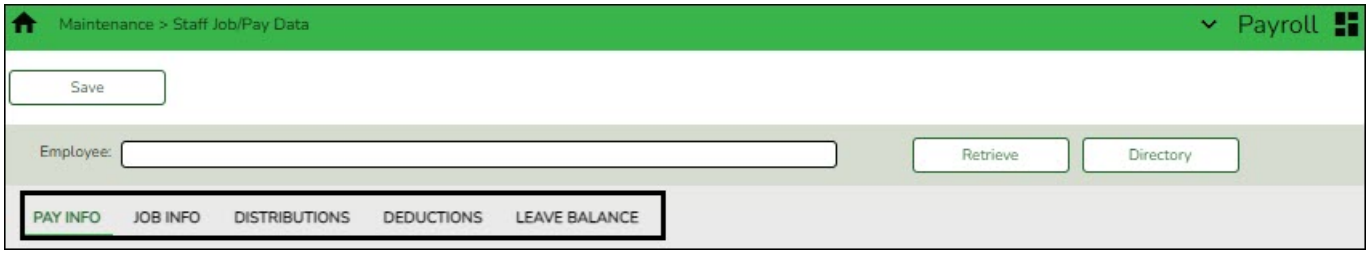
After you select an application from the ASCENDER Home page, the application home page is displayed. In the below example, the Payroll application is selected.



Select a main menu item (e.g., Tables, Maintenance, Inquiry, etc.). The available sub-menu options are displayed. Use the gray scroll bar to scroll up and down and view any additional sub-menu options.

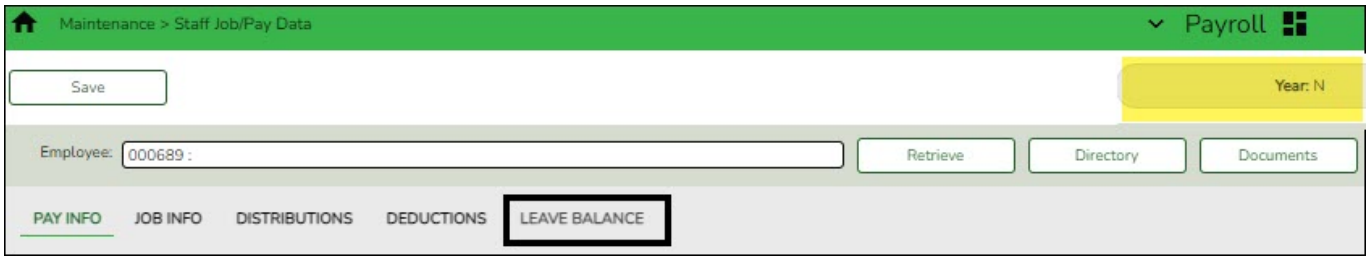
Select the menu or sub-menu options for the page that you want to display.

Many pages consist of multiple tabs. Click the tab to be displayed. You will notice a difference in font color. The tab that is currently open on the page displays in green font and is underlined. All other tab names are black with no underline. Click another tab name to view data on a different tab.



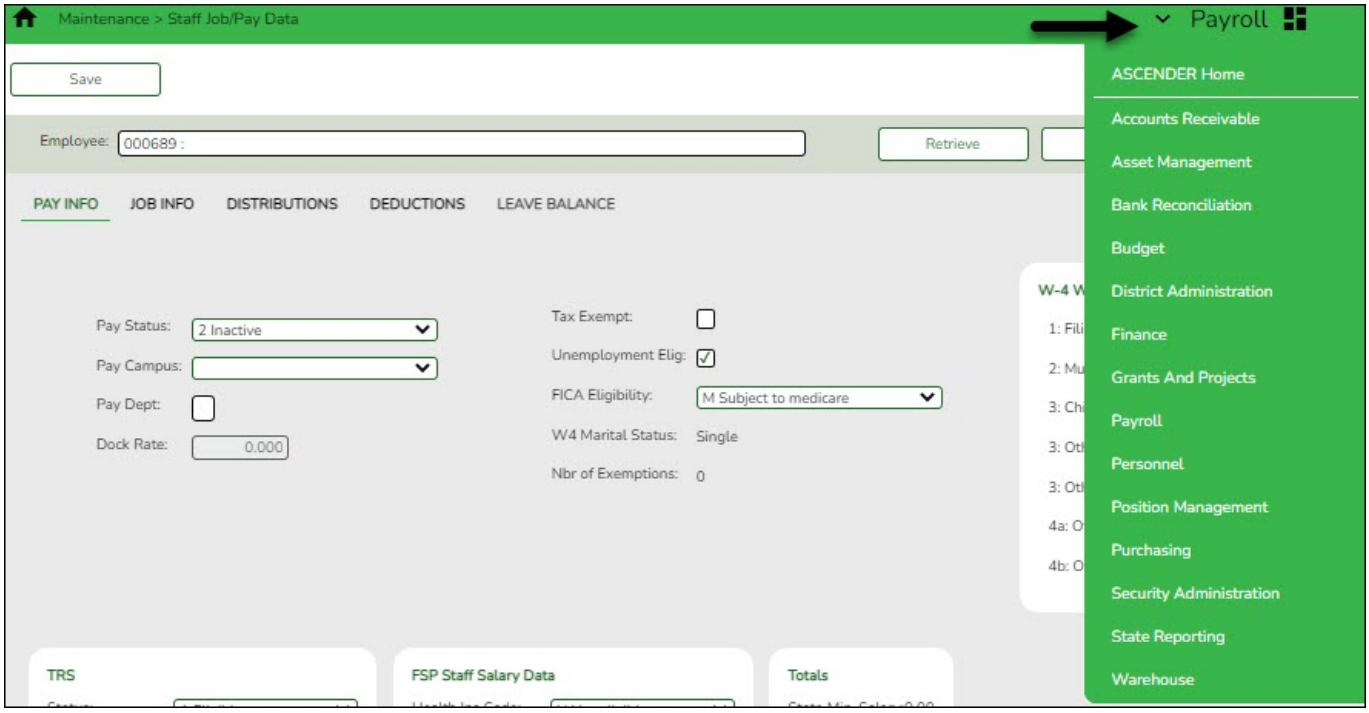
If a tab is disabled (grayed out), you may not have security permission to access the tab, the tab may not be available in the setting (year or pay frequency) to which you are logged on, or a process on another tab may need to be performed before the tab is enabled.

For example, the Leave Balance tab is disabled when a user is logged on to the next year pay frequency.



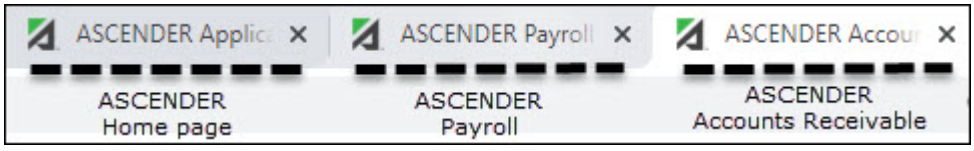
Change Application

From any application page, you can open a new application. At the top of the page next to the open application name (in this case Payroll), click . A list of all ASCENDER applications is displayed in alphabetical order. Select the application you want to open. A separate browser opens with the new application home page.



Application Tabs

Open applications are set up to displayed as tabs so you can easily navigate from one application to another.



If you have multiple applications open, you can navigate to an open application without exiting from any one application by selecting the associated tab located at the top of the page.

Note: The session timer operates separately for each application, so you may receive a session timeout message from one application while you are in another application.

Review the Session Timers section for more information about setting up session timers.

Multiple pages (i.e., menu items) cannot be displayed within an application. When a new menu selection is made, the current page is no longer displayed. If data modifications are made on the page and the changes are not saved, an unsaved data warning message is displayed. You can select to leave the page without saving the changes or remain on the page to continue making changes or save the changes on the page.