



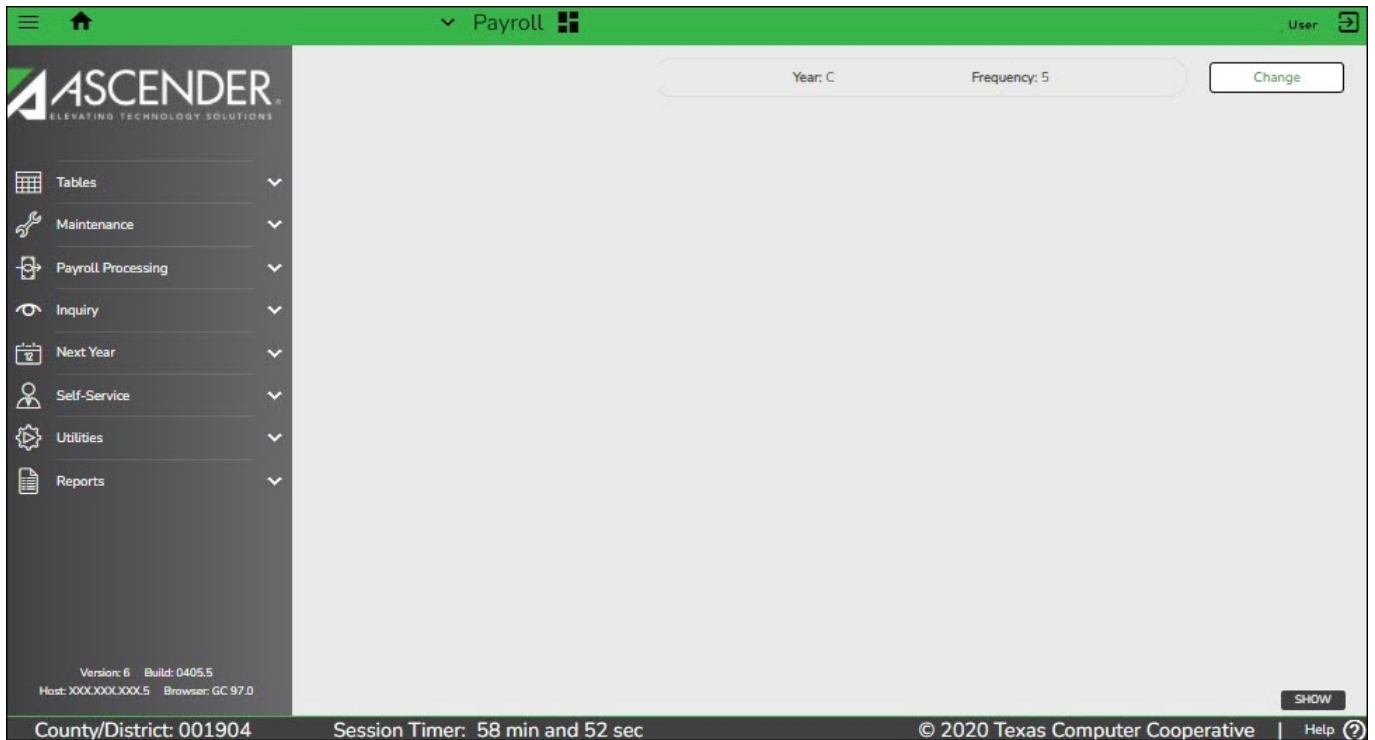
Menu and Tabs

Table of Contents

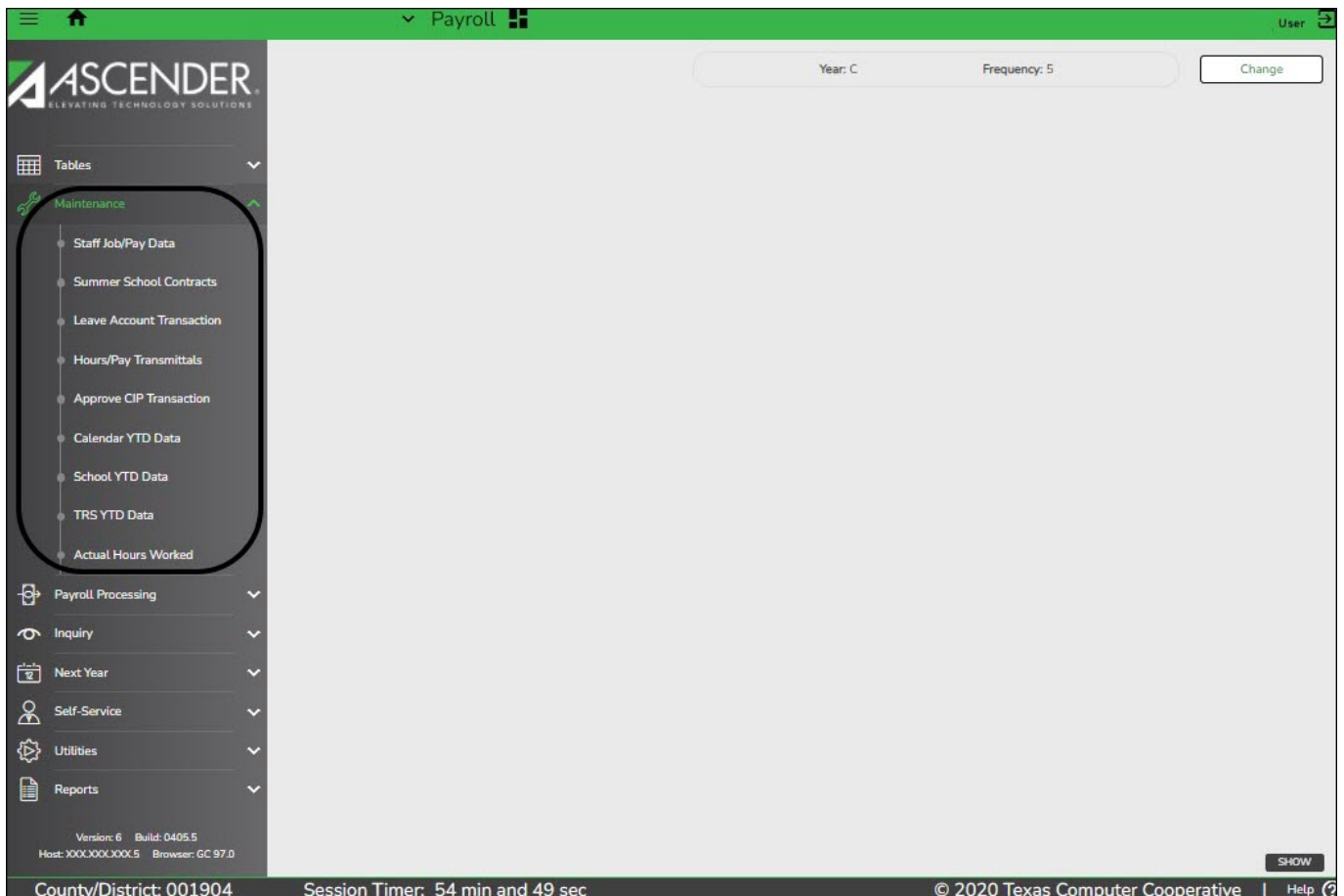
Menu and Tabs i

Menu and Tabs

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.

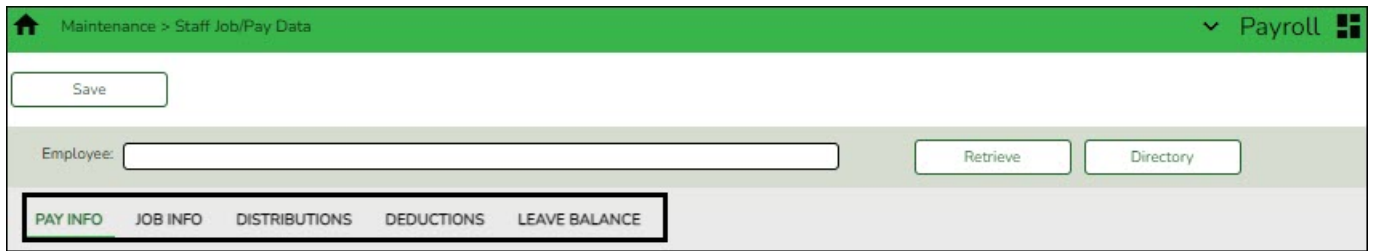


Select a main menu item (e.g., Tables, Maintenance, Inquiry, etc.). The available submenu options are displayed. Use the gray scroll bar to scroll up and down and view any additional submenu options.



Select the menu or submenu options for the page you want to display.

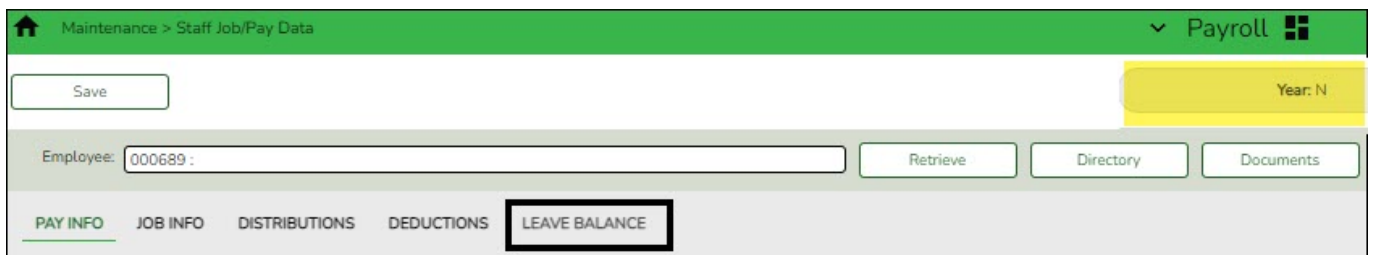
Many pages consist of multiple tabs. Click the tab to be displayed. You will notice a difference in font color. The tab that is currently open on the page displays in green font and is underlined. All other tab names are black with no underline. Click another tab name to view data on a different tab.



The screenshot shows the top navigation bar of the Payroll application. The breadcrumb trail is "Maintenance > Staff Job/Pay Data". The application name "Payroll" is displayed in the top right corner. Below the breadcrumb, there is a "Save" button. An "Employee:" field contains a text input. To the right of the input are "Retrieve" and "Directory" buttons. At the bottom, a horizontal menu bar contains five tabs: "PAY INFO", "JOB INFO", "DISTRIBUTIONS", "DEDUCTIONS", and "LEAVE BALANCE". The "LEAVE BALANCE" tab is highlighted with a black rectangular box.


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.



This screenshot is similar to the previous one but shows a different state. The "Employee:" field now contains the value "000689". There are three buttons to the right: "Retrieve", "Directory", and "Documents". A yellow highlight is placed over the "Year: N" label in the top right corner. In the menu bar, the "LEAVE BALANCE" tab is highlighted with a black rectangular box, while the other tabs are in black text.

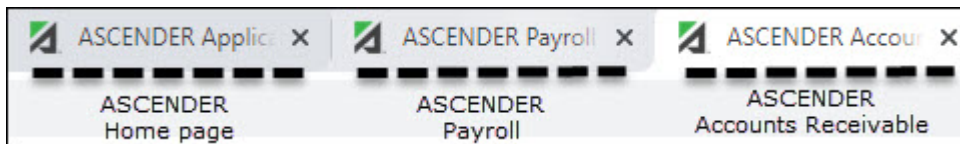
Change Application

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 tab opens with the newly selected application home page.

The screenshot displays the 'Maintenance > Staff Job/Pay Data' page. A green navigation bar at the top contains a home icon, the breadcrumb 'Maintenance > Staff Job/Pay Data', and a dropdown menu labeled 'Payroll'. An arrow points to the 'Payroll' dropdown. The dropdown menu is open, listing various application areas: ASCENDER Home, Accounts Receivable, Asset Management, Bank Reconciliation, Budget, District Administration, Finance, Grants And Projects, Payroll, Personnel, Position Management, Purchasing, Security Administration, State Reporting, and Warehouse. The main content area shows a form for 'Employee: 000689' with tabs for 'PAY INFO', 'JOB INFO', 'DISTRIBUTIONS', 'DEDUCTIONS', and 'LEAVE BALANCE'. The 'PAY INFO' tab is active, showing fields for 'Pay Status' (2 Inactive), 'Pay Campus', 'Pay Dept', 'Dock Rate' (0.000), 'Tax Exempt', 'Unemployment Elig' (checked), 'FICA Eligibility' (M Subject to medicare), 'W4 Marital Status' (Single), and 'Nbr of Exemptions' (0). At the bottom, there are summary cards for 'TRS', 'FSP Staff Salary Data', and 'Totals'.

Application Tabs

Open applications are set up to display as separate browser 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 browser tab located at the top of the page.

Note: The session timer operates separately for each application, which may cause you to 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.