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Navigation and Search

Navigating and searching for information has never been easier. CareerPortal's intuitive design allows you to quickly find what you are looking for. Here are a few quick tips to get you started.

Navigating within CareerPortal

CareerPortal makes it easy to get around.

Field	
CareerPortal Link	Go to the homepage from anywhere within CareerPortal by clicking the **CareerPortal** link in the top left corner.
GO BACK	Go back to the previous page.
Λ	Jump to the top of the page (located on the bottom right of the page).

Searching within CareerPortal

CareerPortal provides many ways to search for information. These include:

Field	Description
Search	Dynamically search all columns based on input typed into the field.
Grid Sort	Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.
Grid Search	Dynamically search a column based on input typed into the field.
Drop-down menus	Click **[v]** to select options for the column.

Records

Some pages will have a **records** field that allows you to select how many records to display on the page: 10, 25, 50, 100. Pagination is still available for pages that display more than these numbers of records.

Pagination

When there are more records than can be displayed on a page, pagination is displayed below the grid of records. A note displays in the bottom left corner telling you how many records there are and how many are currently being displayed on the page.

Field	Description
First	Go to the first page of records.
Previous	Go back to the previous page of records.

Field	Description
Numerals	Go to the specified page number.
Next	Go to the next page of records.
Last	Go to the last page of records.

Full screen mode

CareerPortal provides a full screen mode for easy viewing and searching. To enter full screen mode:

- Hover over your username in the top right corner. A drop-down menu will appear.
- Click *Full Screen*.
- Press ESC to exit full screen mode.

Log Out of CareerPortal

- Hover over your username in the top right corner. A drop-down menu will appear.
- Click **Logout**.
- A page asking if you're sure is displayed.
    - To log out, click **Yes. Logoff.**
    - To stay logged in and return to the page you were on before you clicked **Logout**, click **No. Stay logged in.**

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