

# Table of Contents

**Navigation and Search** ..... 1



# 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	
<b>CareerPortal Link</b>	Go to the homepage from anywhere within CareerPortal by clicking the <b>CareerPortal</b> link in the top left corner.
<b>&lt; &gt;</b> <b>Previous Next</b> <b>Page Numbers</b>	Navigate forward and backward or click the page number at the bottom of the page to view that page.
<b>^</b>	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
<b>Search</b>	Dynamically search all columns based on input typed into the field.
<b>Grid Sort</b>	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.
<b>Grid Search</b>	Dynamically search a column based on input typed into the field.
<b>Drop-down menus</b>	Click <b>[v]</b> to select options for the column.

## Full screen mode

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

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

From:  
<https://help.ascendertx.com/careerportal/> - CP

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Last update: 2019/12/10 09:31

