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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.
First Last Previous Next Page Numbers	Navigate forward and backward or click the page number at the bottom of the page to view that 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.

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.**

From:
https://help.ascendertx.com/careerportal/ - **CP**

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Last update: **2019/12/10 09:30**