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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.

<b>Field</b>	
<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>GO BACK</b>	Go back to the previous page.
<b>First Last Previous Next 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:

<b>Field</b>	<b>Description</b>
<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.

## 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
<b>First</b>	Go to the first page of records.
<b>Previous</b>	Go back to the previous page of records.
<b>Numerals</b>	Go to the specified page number.
<b>Next</b>	Go to the next page of records.
<b>Last</b>	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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