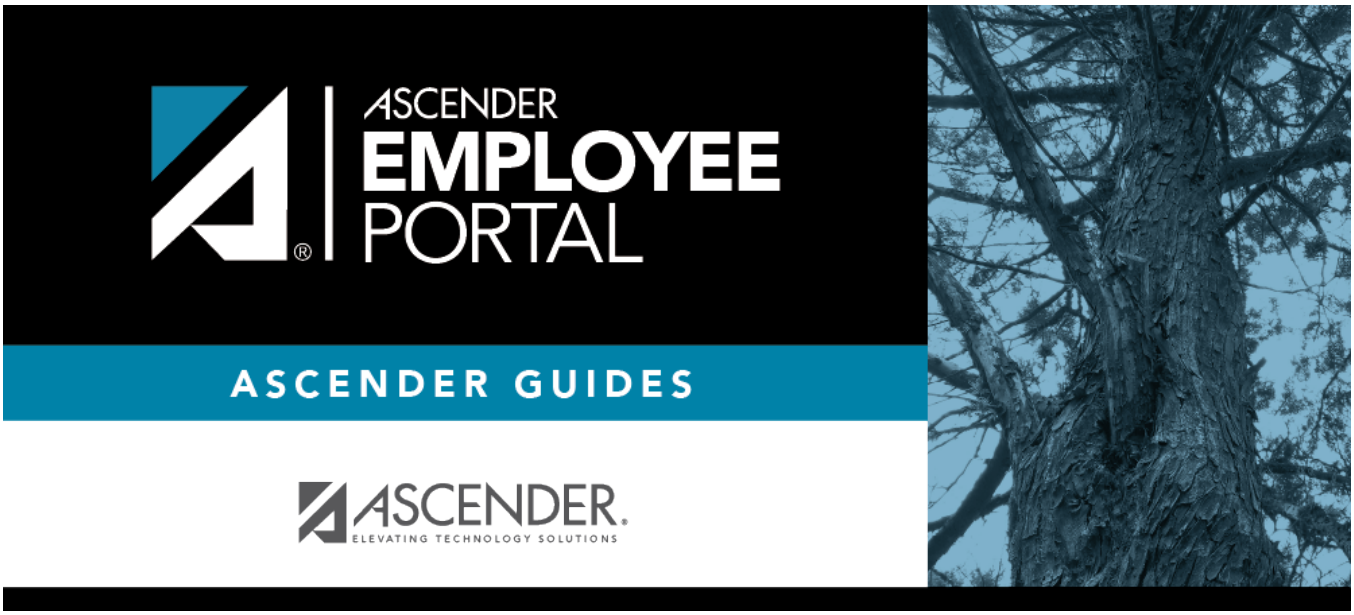


ASCENDER EmployeePortal Navigation

Table of Contents

ASCENDER EmployeePortal Navigation 1

ASCENDER EmployeePortal Navigation

The ASCENDER EmployeePortal Navigation page lists suggested methods for safely navigating EmployeePortal.

The Main Menu is located on the right side of the page in the blue side bar. At any time, you can:

- Click  to minimize the menu view. You can hover over the menu at any time to expand the view while it is minimized.
- Click  to expand the menu view.

Access Help

In the bottom-right corner of any page (in the gray section), click 

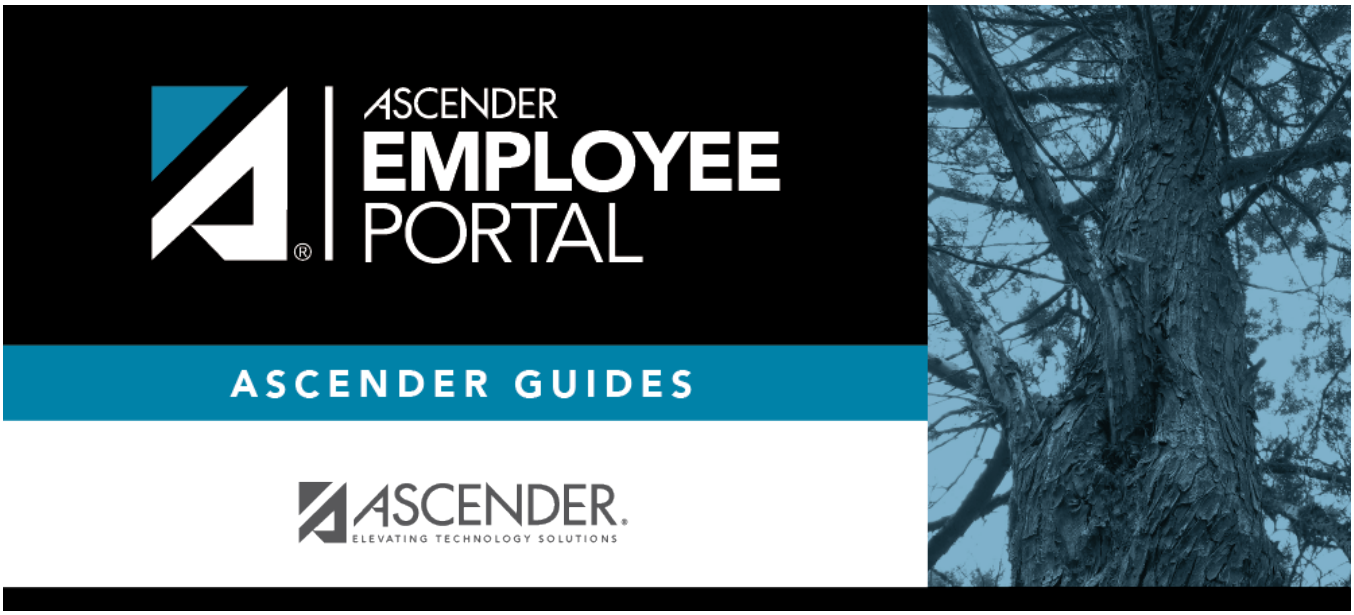
. The Help window opens.

- A Table of Contents is displayed on the left, and the selected Help topic is displayed on the right.
- The Help topic is specific to the application page. You can browse other Help topics using the Table of Contents.

Exit Application

Click **Logout** to log out of the application and return to the TxEIS login page. Any unsaved data will be lost.

Do not use the browser X button to log out of the the application, as it may cause erroneous table locks.


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