

Helpful Tips

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Helpful Tips

Access Help

In the top-right corner of any page, click Help. 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.

Change and Exit Application

In the top right corner:

Change Application	Click to display a list of other available applications. Only applications to which you have access are listed. Select the desired application to be displayed. Click **Main Menu** to display the Application Directory page.
Exit Application	Click to close the application and return to the Application Directory page.

Refresh/Reload Data

The ASCENDER system allows you to retrieve, sort, filter, reset, and refresh data within the specific applications. To restore the data to its original view, click **Refresh** or **Reset** within the application.

Note: Avoid using the following methods in Internet Explorer, Mozilla Firefox, and Safari to refresh or reload data within the application as these methods may generate unpredictable results or cause you to lose unsaved work:

- Clicking  on the address bar.
- Pressing F5.
- Pressing CTRL + R

Session Timer

View the Session Timers Help page in District Administration for more information.