PeopleTools | Working with the NavBar

Several enhancements to the NavBar make navigating through the PeopleSoft system easier.
New icons denote **Recently Visited** items (a clock icon), **Favorites** (a heart icon), **Menu** (three horizontal lines) and **Classic Home** (grid icon).

**Menu** was formerly known as Navigator.

The clock and heart icons are also used in the **Quick Access Bar**.

<table>
<thead>
<tr>
<th>Icons differentiate between menu folders and menu items.</th>
<th>Menu folder icon:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu item icon:</td>
<td>Benefits</td>
</tr>
</tbody>
</table>
Breadcrumbs are a navigation aid that can help you understand the relation of a folder or item and higher-level folders. Breadcrumbs appear near the top of the NavBar.
You can use breadcrumbs to navigate back up the menu hierarchy to a menu folder, including the root **Menu** folder.

In the shown example, you have navigated to the **Workforce Administration**>**Job Information** folder.

Within the **Job Information** folder, you can click any of the available components by clicking on it or you can navigate to any of the **Job Information** parent folders, including the root **Menu** folder.

Breadcrumbs track your navigation through the established **Menu** structure. Navigating through fluid homepages, **Recently Visited**, or **Favorites** will not change breadcrumbs.