PeopleTools | Working with the NavBar
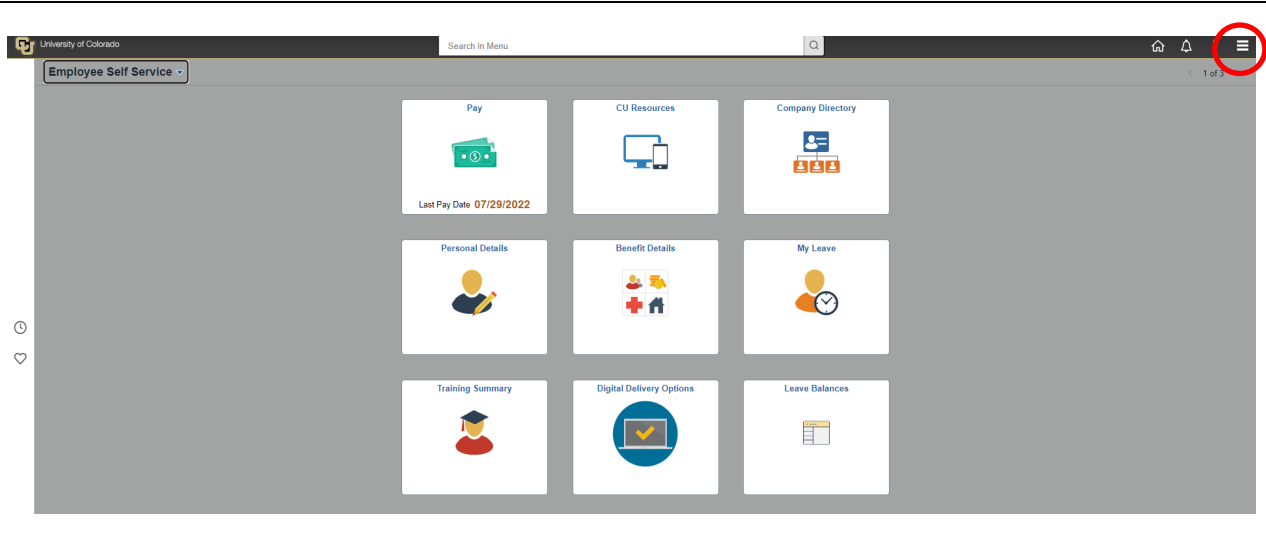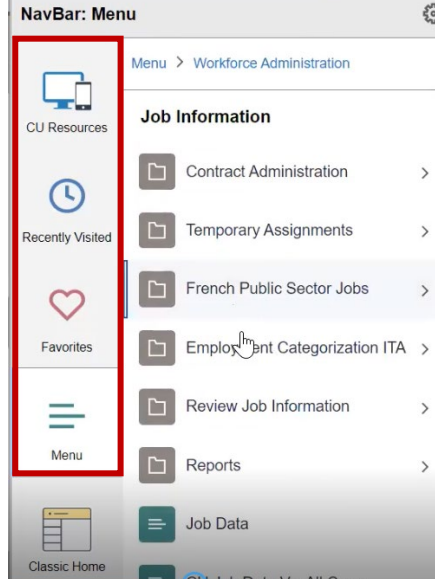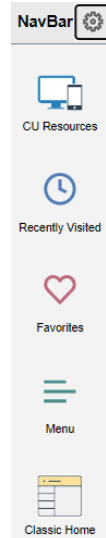
Several enhancements to the NavBar make navigating through the PeopleSoft system easier.

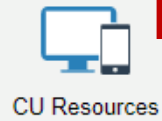|		
New icons denote **Recently Visited** items (a clock icon), **Favorites** (a heart icon), **Menu** (three horizontal lines) and **Classic Home** (grid icon). **Menu** was formerly known as Navigator. The clock and heart icons are also used in the **Quick Access Bar.**		
Icons differentiate between menu folders and menu items.	Menu folder icon: Menu item icon:	Benefits Determine Allocation

Breadcrumbs

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.
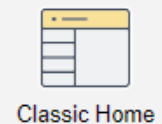
NavBar: Menu ⚙

CU Resources

Recently Visited

Favorites

Menu

Classic Home

Menu > Workforce Administration

Job Information

📁	Contract Administration	>
📁	Temporary Assignments	>
📁	French Public Sector Jobs	>
📁	Employment Categorization ITA	>
📁	Review Job Information	>
📁	Reports	>
≡	Job Data	
≡	CU Job Data Vw All Cmps	

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.

NavBar: Menu

CU Resources
Recently Visited
Favorites
Menu
Classic Home

Menu

Workforce Administration

📁 CU Workforce Administration   >
📁 Personal Information   >
📁 Job Information   >
📁 Global Assignments   >
📁 Headcount FPS   >
📁 Labor Administration   >
📁 Absence and Vacation   >
📁 Leave Administration USF   >
📁 Benefit Information NLD   >
📁 Flexible Service EG   >

NavBar: Menu

CU Resources
Recently Visited
Favorites
Menu
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Menu > Workforce Administration

Job Information

📁 Contract Administration   >
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📁 Reports   >
≡ Job Data
≡ CU Job Data Vw All Cmps