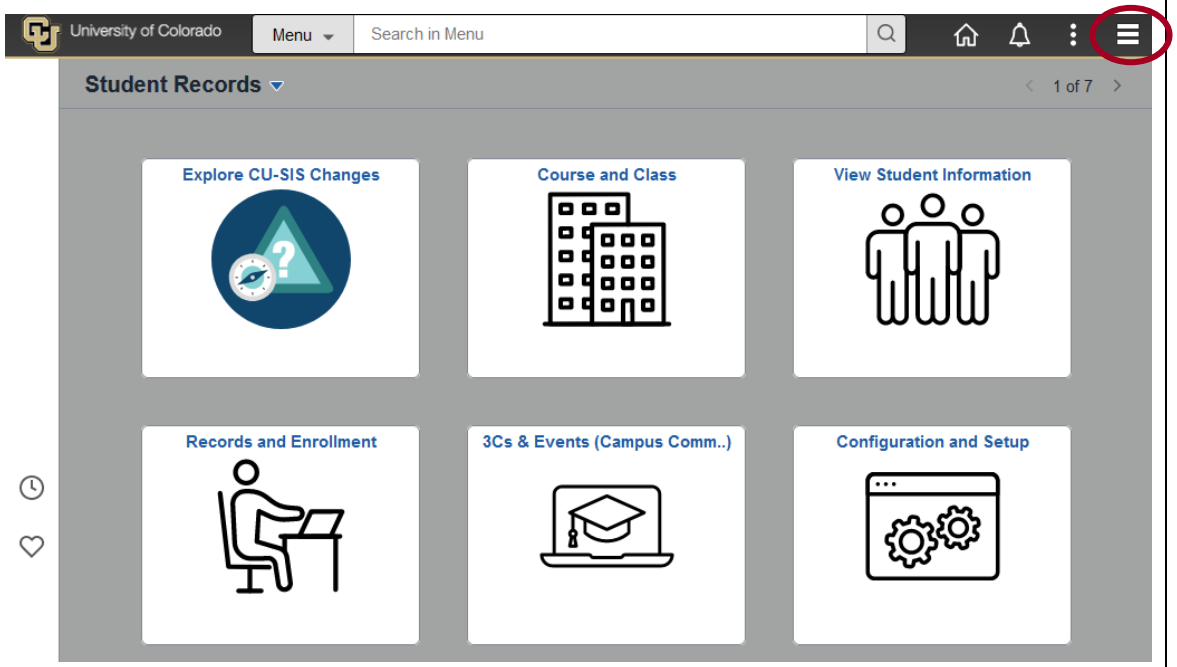
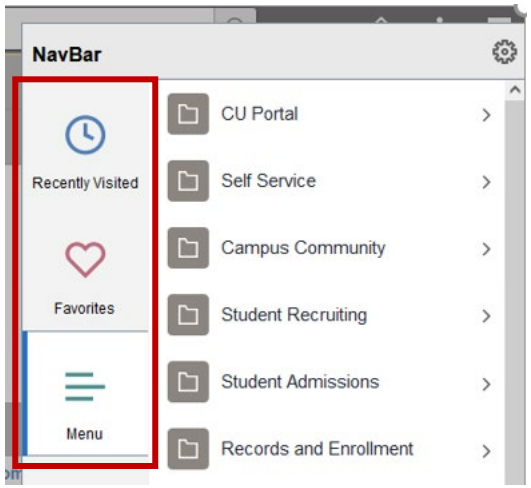
PeopleTools | Working with the NavBar

Several enhancements to the NavBar make navigating through the PeopleSoft system easier.

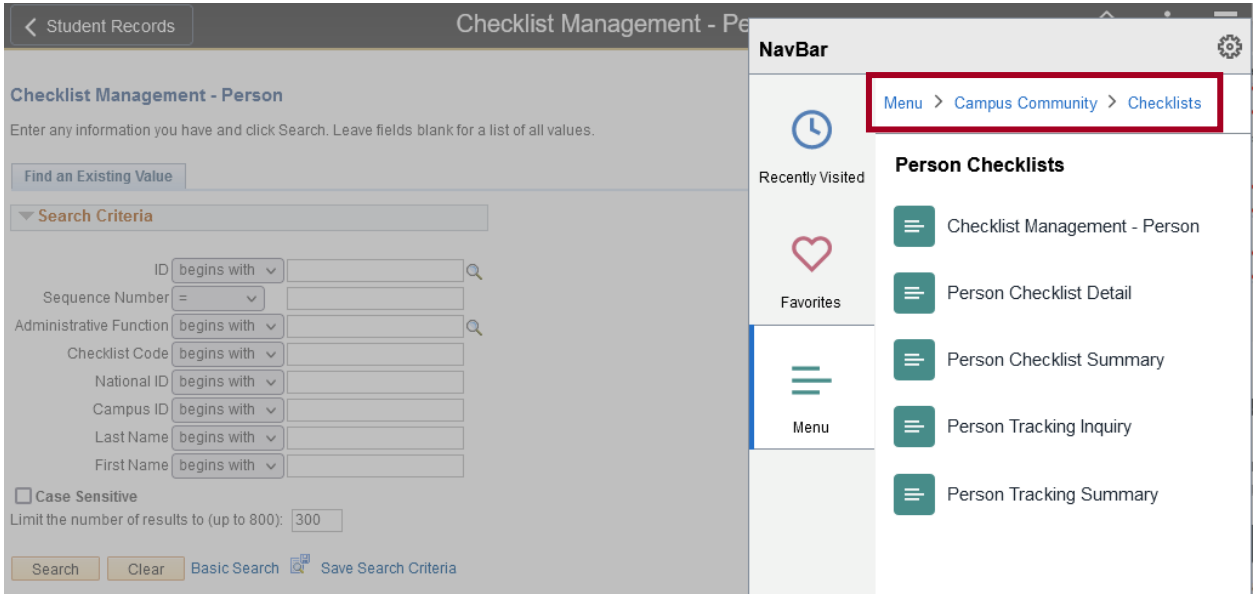
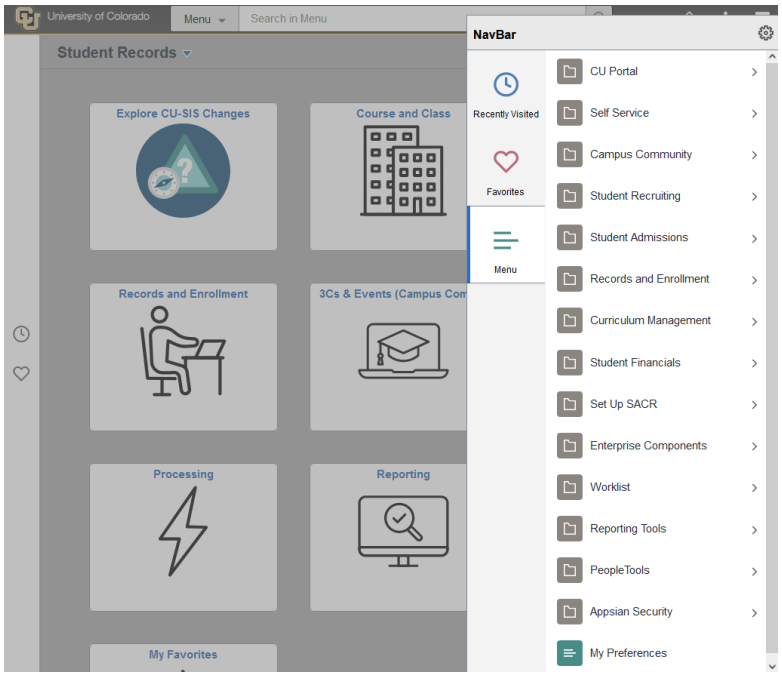


New icons denote **Recently Visited** items (a clock icon), **Favorites** (a heart icon) and **Menu** (three horizontal lines) tiles. The Menu was formerly known as Navigator.

The same icons are also used in the Quick Access Bar and in search suggestions in the Global Search Bar.



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.

In the shown example, you have navigated to the **Campus Community > Checklists > Person Checklists** folder. There are five components in this folder. You can navigate to one of the components by clicking it, or you can use breadcrumbs to directly navigate to any of the **Person Checklist** 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.