Using the NavBar on Banner Tool Bar

1. Selecting the **NavBar** opens a side window with additional icons.
2. Use NavBar icons to access additional navigation options.

**Financials Approvals**
Displays finance documents pending approval. This is similar to the Financials Approvals Tile on the Homepage.

**HRMS Approvals**
Displays Human Resources Management System documents pending approval. This is similar to the HRMS Approvals Tile on the Homepage.

**Recent Places**
Displays links to most recent visited PeopleSoft pages.

**My Favorites**
Displays favorite Fluid pages saved. Favorites can be added using the Actions List icon on the Tool Bar. These are new favorites saved after December 6th.

**Navigator**
An alternate navigation option that displays the traditional menu style navigation.

**My Links**
This icon displays the favorites/links you had previously saved before the PeopleSoft Tile update.
Using the NavBar “Navigator” Menu Search

1. Select the **NavBar** tool icon located on the blue fluid banner.
2. Select the **Navigator** Tile to navigate using the fluid menu structure.
3. In this example we will navigate to the Voucher Search page by using the **NavBar Navigator** Tile. Select **Financials**.
4. Scroll down to **Accounts Payable**.
5. Select the **Vouchers** link.
6. Select the **Add/Update** link.
7. Select **Voucher Search** link.
8. You will be in the **Voucher Search** page.

Please review quick guides for: adding pages to **My Favorites** on the NavBar, or as a **Tile** on the Homepage.