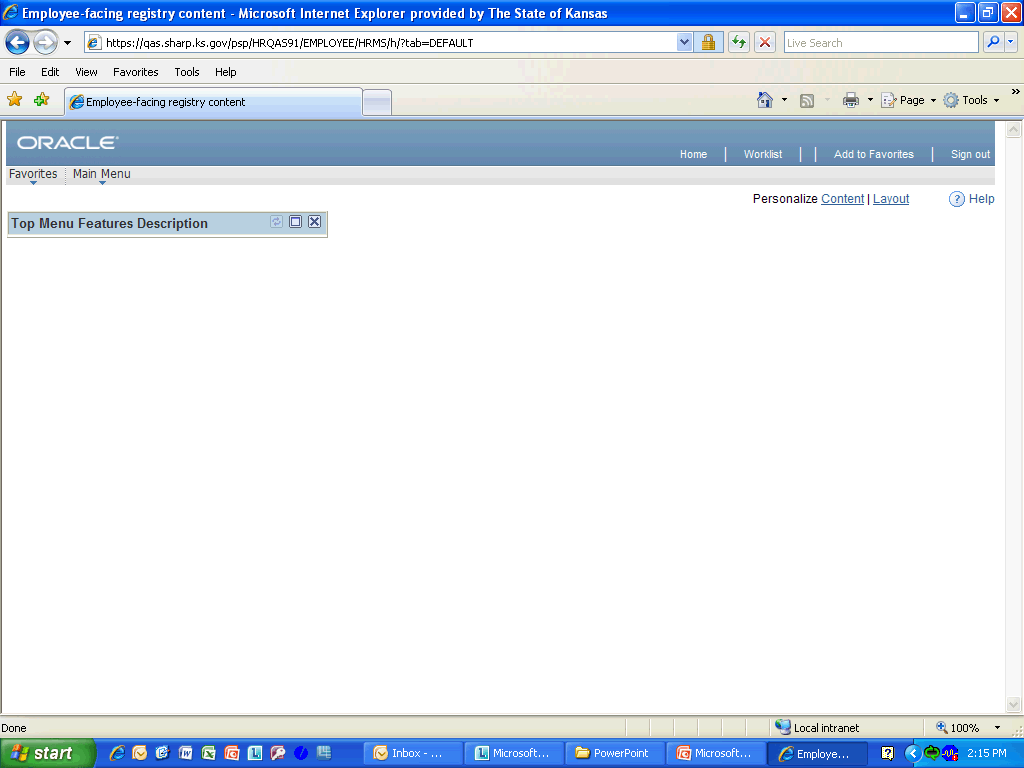
# Introduction To SHARP

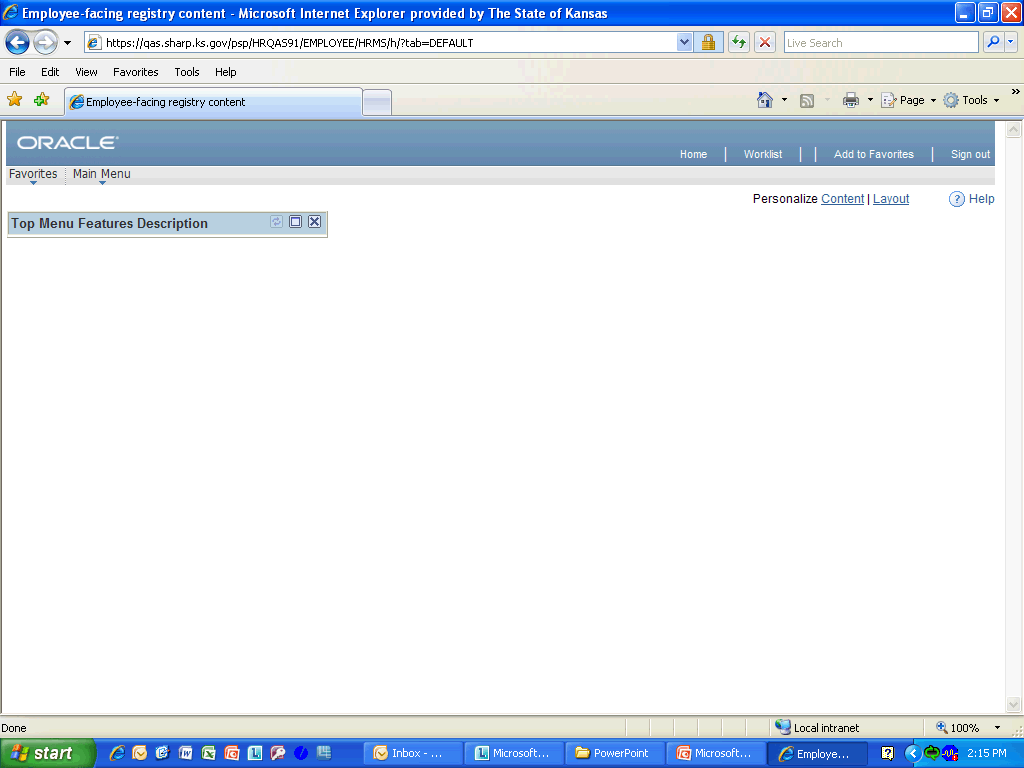
## Navigating Around in SHARP

Procedure

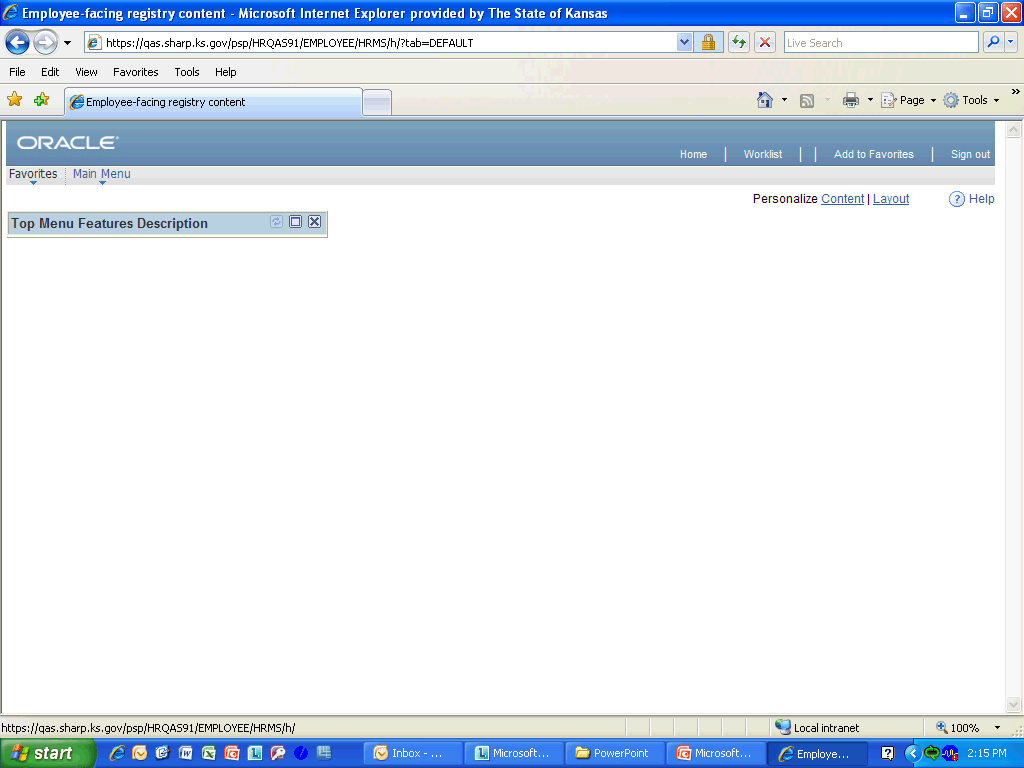
You are about to enter a simulation that shows you the step by step instructions for navigating in SHARP.



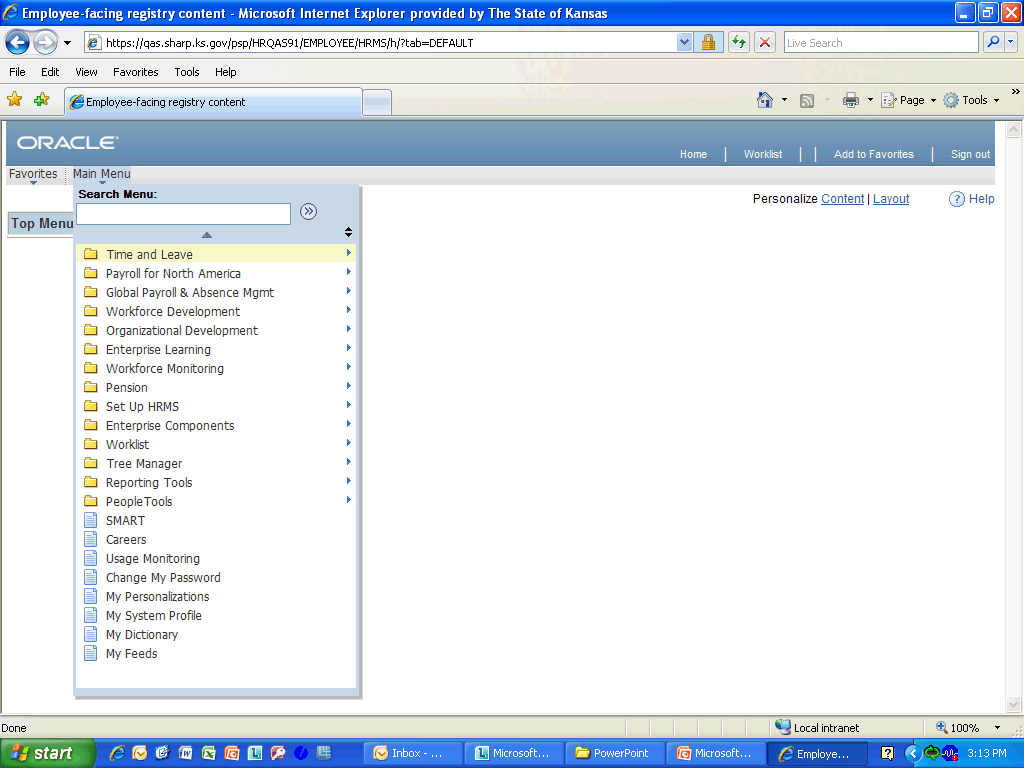
| **Step** | **Action** |
| --- | --- |
|  | When you first log in you will see the **Favorites** link and **Main Menu** link are listed.  You will have to click on them for them to display the contents.  Click either **selection** to continue. |



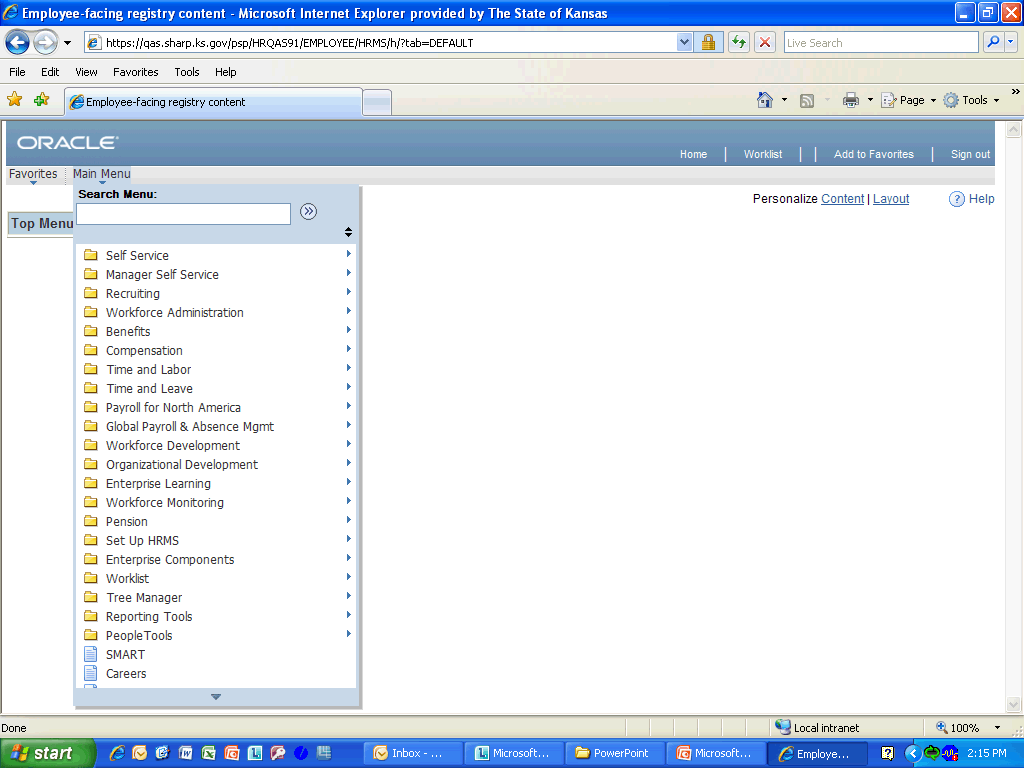
| **Step** | **Action** |
| --- | --- |
|  | The following links in SHARP are common to every page and can be found in the navigation header:  **Favorites, Main Menu, Home, Worklist, Add to Favorites,** and **Sign Out.**  Click anywhere in the **selection** to continue. |



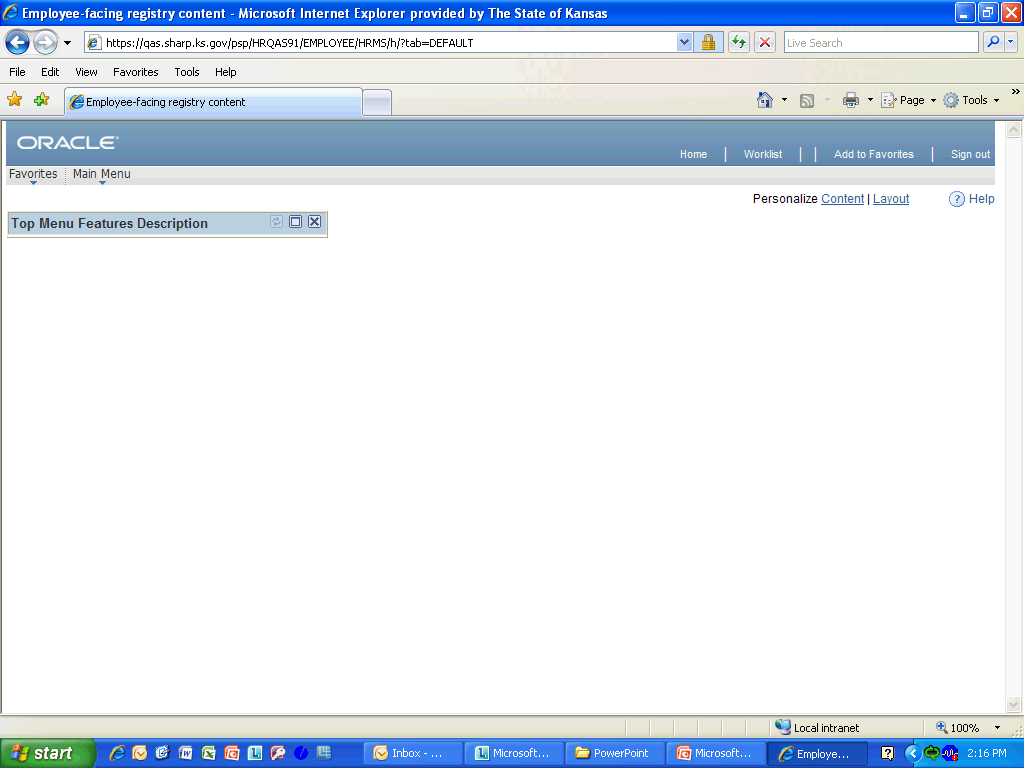
| **Step** | **Action** |
| --- | --- |
|  | Click the **Main Menu** link. |



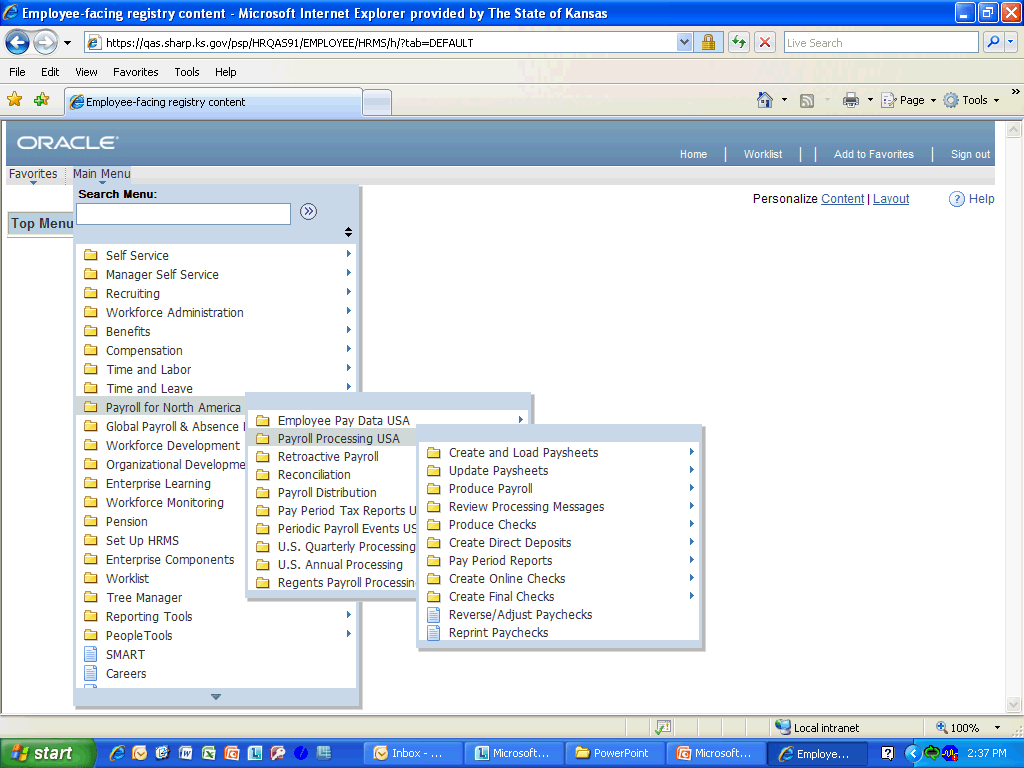
| **Step** | **Action** |
| --- | --- |
|  | You can sort the menu by clicking the **sort icon** to toggle between alphabetic ascending, descending, and portal sequence number presentation of folders.  You can also quickly scroll through the menu items by using the **up or down arrow** at the top and bottom (not shown here) of the menu pane.  Click on either **selection** to continue. |



| **Step** | **Action** |
| --- | --- |
|  | The **menu page let** will only show the items assigned to your security.  By clicking on the menu item, it will take you to any area you wish to access.  Click any where in the **selection** to continue. |
|  | Enter into the **Search Menu** field whatever you are trying to find. For today you will enter "**update employ**". |
|  | The **search index** will generate matching entries as you type.  When you see a match, select the item in the list.  Click anywhere within the **selection** to continue. |



| **Step** | **Action** |
| --- | --- |
|  | You can add any page to your **Favorites** list by clicking on the **Add to Favorite** link when you are at the page.  Click either **selection** to continue. |



| **Step** | **Action** |
| --- | --- |
|  | As you select (click) a menu item, the menu cascades to the right, revealing more components that you have access to view.  Click anywhere in the **selection** to continue. |
|  | Congratulations!  You have completed Navigating Around in SHARP.  **End of Procedure.** |