# 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** |
| --- | --- |
| 1.
 | 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** |
| --- | --- |
| 1.
 | 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** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | 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** |
| --- | --- |
| 1.
 | 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. |
| 1.
 | Enter into the **Search Menu** field whatever you are trying to find. For today you will enter "**update employ**". |
| 1.
 | 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** |
| --- | --- |
| 1.
 | 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** |
| --- | --- |
| 1.
 | 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. |
| 1.
 | Congratulations!  You have completed Navigating Around in SHARP.**End of Procedure.** |