

# Using Menus

Your PeopleSoft 8.9 **Homepage** includes two ways to navigate. It's very similar to Windows Explorer.

The screenshot displays the Oracle PeopleSoft 8.9 homepage. At the top, the Oracle logo is visible on the left, and navigation links for Home, Worklist, Add to Favorites, and Sign out are on the right. Below the logo, there are links for Personalize Content and Layout. The interface is divided into two main sections: the Menu Bar on the left and the Main Menu on the right. The Menu Bar shows a tree structure of folders and pages, with a search box at the top. The Main Menu displays various icons and links for different system functions. Two yellow callout boxes provide additional information: one points to the search box in the Menu Bar, and the other points to the Main Menu.

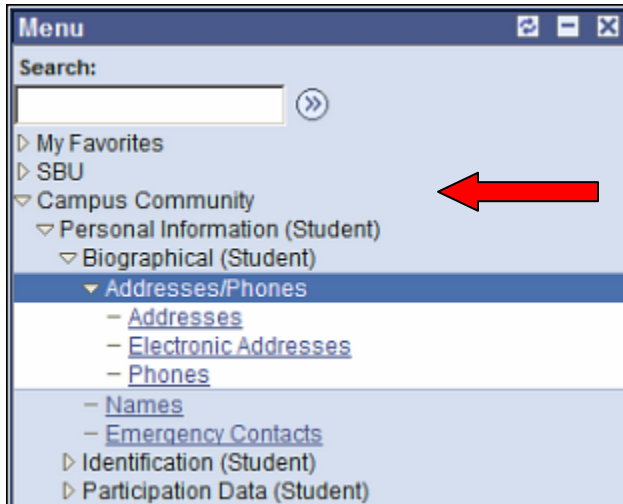
**MENU BAR** – Pages are arranged in folders and are displayed in a “tree structure” in the Menu Bar

**MAIN MENU** – Folders and pages are displayed graphically as icons to the right of the Menu Bar

And, you have the added capability of **searching** for pages (by page name or description). This is especially helpful after a system upgrade when menu items are moved or renamed.

## The Menu Bar

The main level of the **Menu Bar**, also known as Home, contains a general list of the folders that you have access to. The **Menu Bar** remains displayed when you are viewing PeopleSoft pages.



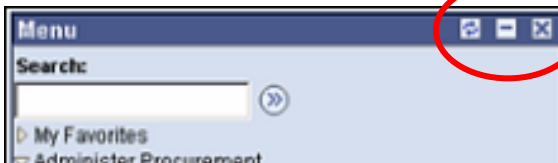
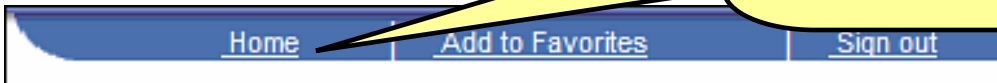
Click the arrow next to the folder to expand it and see additional folders or pages.

A downward arrow indicates that the menu is expanded.

Pages appear as clickable links. They do not have arrows next to them.

Click **Home** in the Navigation Header to go back to the homepage with all menus collapsed.

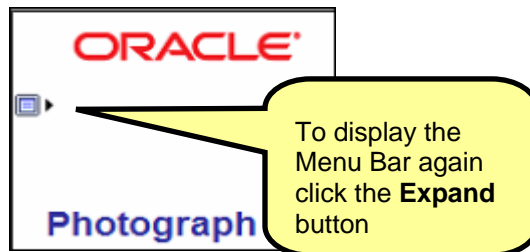
DO NOT click the **Back** button on the browser toolbar!



**Refresh**  
**Minimize**  
**Close**

The **Refresh** button returns the menu to its default state (all menus collapsed).

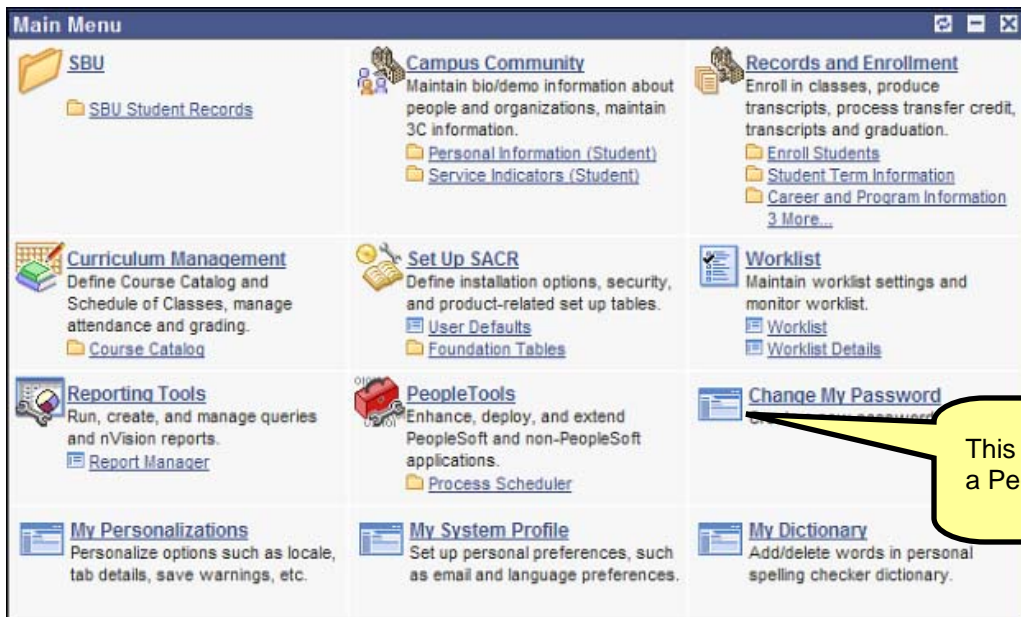
You can **Minimize** the Menu Bar to give you a larger page viewing area when you are on a PeopleSoft page.



BE CAREFUL not to **Close** the Menu Bar. If you do, you can only display it again by going to the Personalize [Content](#) | [Layout](#) page.

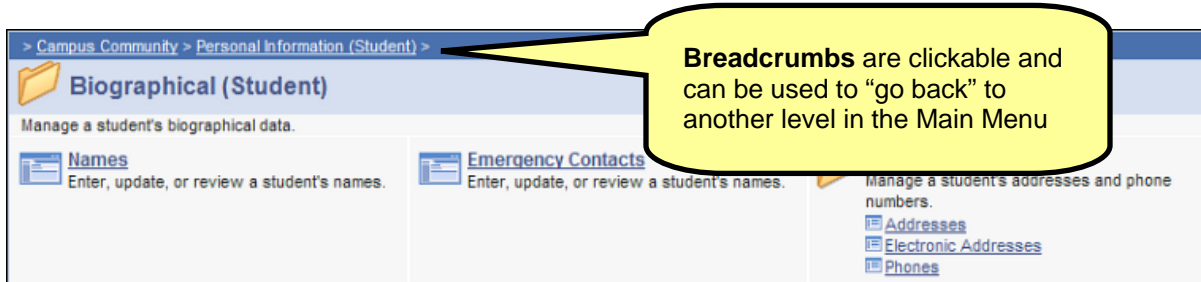
## The Main Menu

Folders and pages are displayed as clickable icons in the **Main Menu** located to the right of the Menu Bar. You may prefer to use this method of navigation as an alternative to using the Menu Bar.



This icon identifies a PeopleSoft page

**DO NOT** click the Back button on the browser toolbar to go back!



Breadcrumbs are clickable and can be used to "go back" to another level in the Main Menu

Click **Home** in the Navigation Header to go back to the homepage with all menus collapsed

