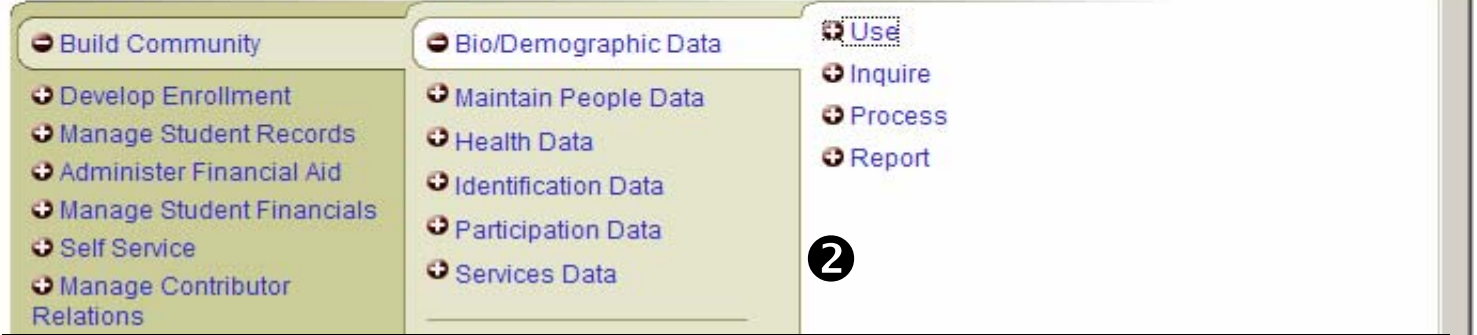




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Home > Build Community > Bio/Demographic Data

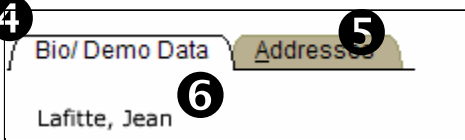


1 Breadcrumbs are small horizontal hyperlinks that are always present across the top of your page. The links show the path you used to get to the current page.

2 Menus are navigation lists that contain menu headings and hyperlinks that retrieve pages from Learning Solutions. Menus consist of *menu items* (current menu items) and *menu bar items* (previous menu items still available) that navigate to different components. Menus can only expand to three levels, with the first column collapsing to make room for the next.

The main column, or **Home**, contains a general list of functional areas. A **plus sign**  indicates more levels under that heading. A **minus sign**  before a listing indicates the listing is expanded.

3 The navigation header is located under the top logo on the right side of the page. It remains constant, containing links to Home, Help, and Sign Out.



A **component** is a group of related pages that pertain to a specific task.

4 You can use the **folder tabs** to navigate multiple pages in a component. You can also use the hyperlinks at the bottom of the page or a shortcut key to navigate the pages.

A **page** is a screen with fields for inputting data.

5 A **shortcut key** is the underlined letter on each folder tab.

Access keys are keyboard combinations that provide quick access to specific functions.

- <ALT> + 1 = Save
- <ALT> + 2 = Return to Search
- <ALT> + 3 = Next in List
- <ALT> + 4 = Previous in List
- <ALT> + 5 = Search, Lookup, OK, or Continue
- <ALT> + 6 = Cancel
- <ALT> + 7 = Row Insert
- <ALT> + 8 = Row Delete
- <ALT> + 0 = Exit

6 Key fields are the first level of fields on a page.



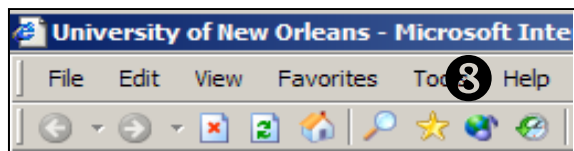
7 Page Action Buttons are used for navigating, searching, processing, and page action functions.

Tips and Tricks

Here are some tips and tricks you can deploy that will make Learning Solutions easier to use.

Logging In

User ID's and passwords are case sensitive. Be sure you use all capital letters for your User ID and the correct combination of upper and lowercase letters for your password.



Browser Buttons

Using your browser's navigation buttons can result in the display of incorrect information. Use the breadcrumbs instead.

Popup Blockers

Disable popup blockers while working in Learning Solutions to prevent them from interfering with your workflow.

Window Timeouts

Periods of inactivity will result in a 'timeout' message. You must sign in again to resume work.

Logging Out

Use the Sign Out button on the navigation header to exit Learning Solutions to properly log off the system and maintain system security.

Maximizing Working Space

Press the <F11> key to maximize the browser window for more space to work. Return your browser to normal by pressing <F11> again.

Required Fields

Asterisks (*) denote required fields. Failure to complete these fields will result in an error message.