

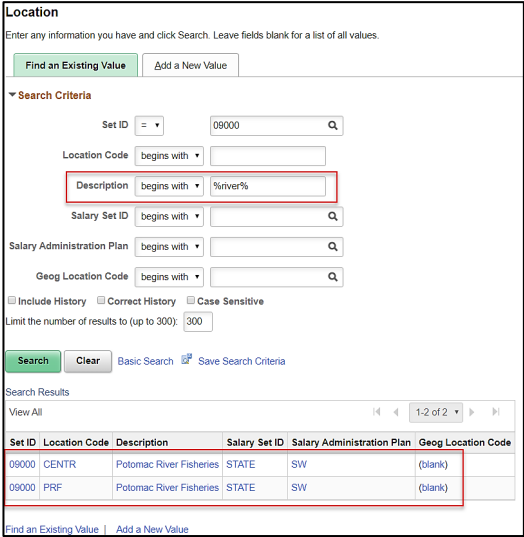
**Navigation Tips Overview**



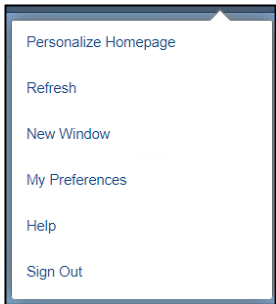
This Job Aid provides general navigation tips for Cardinal HCM.


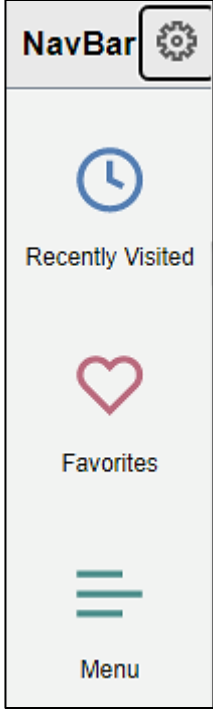
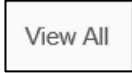

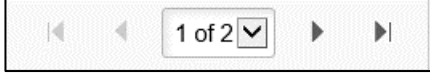
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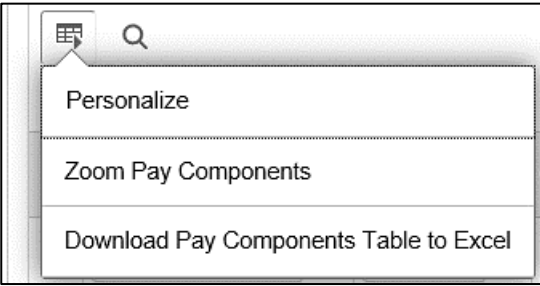






Icons, Links, and System Features ..... 2

### Icons, Links, and System Features

Tip	Description
<p>System Timeouts</p>	<p>Cardinal times out or terminates any session that is inactive for 30 minutes. If you are timed out, you will lose any work that has not been saved.</p> <p>Two minutes before a timeout occurs, you will receive a warning message indicating that your session is about to time out.</p> <p>It is always recommended to save your work as often as possible.</p> <p><b>Note:</b> If multiple Cardinal windows are open, the user is timed out of all windows.</p>
<p>Wildcard Symbols (%)</p> 	<p>Cardinal uses the % (percent) symbol as a wildcard. A wildcard is a symbol that is used to stand for one or more unknown characters in a value. Wildcards can be used to help you search when you do not know all of the characters in a field value. Examples (searching for a Set ID by description with wildcards:</p> <p>If you know that the description starts with “River”, enter “River%”.</p> <p>If you know that the description ends with “River”, enter “%River”.</p> <p>If you know that the description contains the word “River”, enter “%River%”.</p>

Tip	Description
<p>Advanced Search Operators</p>	<p>When performing an advanced search, you can use a variety of search operators to narrow your search (e.g., a particular first letter or values that are less than or greater than a specified amount). The following operators are available for Advanced Searches:</p> <ul style="list-style-type: none"> <li>• Begins With</li> <li>• Contains</li> <li>• =</li> <li>• Not=</li> <li>• &lt;</li> <li>• &lt;=</li> <li>• &gt;</li> <li>• &gt;=</li> <li>• Between</li> <li>• In</li> </ul>
<p>Home icon</p> 	<p>Click the <b>Home</b> icon to return to the <b>Cardinal Homepage</b>.</p>
<p>Actions icon</p>  	<p>Click the <b>Actions</b> icon (three dots) at the top right of the <b>Cardinal Home</b> page to:</p> <ul style="list-style-type: none"> <li>• Personalize Homepage: This feature is not utilized in Cardinal</li> <li>• Refresh: Refresh the current page</li> <li>• New Window: Open Cardinal HCM in a new window (internet browser tab). This can be helpful when you need to access/review multiple Cardinal HCM page simultaneously</li> <li>• My Preferences: Used to manage your accessibility settings, regional settings, and Notification delivery settings on the <b>My Preferences</b> page</li> <li>• Help: Opens the Cardinal Website in a new window</li> <li>• Sign Out: Ends your session and signs you out of Cardinal HCM</li> </ul>

Tip	Description
<p><b>NavBar Icon</b></p>  <p><b>NavBar: Menu</b></p> 	<p>Click the <b>NavBar</b> icon to open the <b>NavBar: Menu</b>.</p> <p>Within the <b>NavBar: Menu</b>, you will have access to the following icons:</p> <p><b>Recently Visited:</b> Click this icon to display a menu of the pages you have recently accessed. The menu items can be used to quickly navigate to those specific pages.</p> <p><b>Favorites:</b> Click this icon to display a menu of the pages that you have saved to your favorites. The menu items can be used to quickly navigate to those specific pages.</p> <p><b>Menu:</b> Click this icon to open the menu and begin navigation to a specific page.</p> <p><b>Note:</b> Any other pages that you have added to your personal <b>NavBar:Menu</b> will also display.</p>
	<p>Click the <b>View All</b> link to display all rows of data on a page.</p>
	<p>Use the <b>Look Up</b> icons provided for specific fields to display a predefined list of accepted values that can be selected from. Use of these icons, when available, is recommended in order to minimize manual data entry and possible data entry errors.</p>
	<p>Use the arrow icons to move through rows of data.</p>

Tip	Description
	Click the <b>Show All Columns</b> icon to see all grid columns on a single tab.
	Click the <b>Show Tabs</b> button to return to the tabbed view of a grid.
	Click the <b>Download</b> button to export data within a table or grid to Microsoft Excel. 
	Click the <b>Add a New Row</b> icon (+) to add a row of data. Click the <b>Remove a Row</b> icon (-) to delete a row of data.
	Click the <b>Go To Row</b> icon to select a specific row of data. This functionality requires either the Effective Date or the Row #.
	Hyper links provide shortcuts to other pages.
	Use the dropdown buttons provided for specific fields to display a predefined list of accepted values that can be selected from. Use of these buttons, when available, is recommended in order to minimize manual data entry and possible data entry errors.
	<b>Select</b> checkbox options are used to indicate a value of “ <b>Yes</b> ” by checking the checkbox or “ <b>No</b> ” by leaving it unselected.
	Use the <b>Calendar</b> icons associated with specific date fields to display a Calendar and select the applicable date.