# Using the NavBar

## **Basic Navigation**

- 1. Click on the compass icon in the upper right corner of the page to display the NavBar.
- 2. Click or tap the Navigator button. This presents a menu list.
- 3. Select the menu item and drill down to the page you would like to view.

▼Employee Self Service	Clic	k the NavBar icon	۲		
ау	NavBar: Navigator				
•6•	Recent Places	Payroll and Compensati Pay	•		
Menu Last Pay Date 07/28/2017	list item	W-2/W-2c Consent			
ersonal Details	My Favorites	Direct Deposit			
Click the Navigator button		W-4 Tax Information	$\square$		
	Navigator	M-4 (MA State) Tax Information			
		View W-2/W-2c Forms			

#### Adding to the NavBar

A customizable NavBar is a great feature for quick and easy navigation within HR Direct. Clicking on the shortcut icons in the NavBar will open the corresponding page automatically eliminating manual navigation.

#### Option 1: Navigating to a page and adding it to the NavBar

- 1. Navigate to the page you want to add to your NavBar.
- 2. Click on the Actions List icon in the top right hand corner and then select Add to NavBar from the menu list. This adds a shortcut to the current page onto the NavBar.

< My Homepage	Personal Det Click on the Act	tions List icon 🔶 📃 🕡		
		Add to Homepage		
Addresses	Select Add to NavBar from the menu to add the current page to the NavBar	Add to NavBar		
Contact Details	If you need to add or update an address where th campus HR/Payroll office.	Add to Favorites		
44 Ethnic Groups	Home Address	My Preferences		

### Option 2: Using the Personalize NavBar Feature

1. Click on the NavBar icon in the upper right corner from any page. Click on the tools/gear icon in the upper right corner of the NavBar. This opens the Personalize NavBar feature.



2. Click on the Add Tile button in the upper right corner of the pop-up and locate the page you want to add.



3. Click the Done button in the upper right corner of the pop-up to save the changes to your NavBar.

## Editing the NavBar

1. Click on the tools/gear icon in the upper right corner of the NavBar. This opens the Personalize NavBar feature.



- 2. Edit the NavBar:
  - a. Reorganize the order in which the icons appear by dragging and dropping the menu item to the desired place in the menu.
  - b. Delete a tile by clicking the red "X" icon next to the name of the page you want to delete.

Personal Details					٨	Q	≡ Ø
		Canc	el	Personalize	NavBar		Done
							Add Tile
Add If you Home and tem by clicking on the red 'X'	y is	=	Personal	Details		-	→⊗
15 Main St Northborough, MA 01532-1923	С	≡	Recent F	laces			
Organize the NavBar by dragging	1	=	My Favo	rites			
Northborough, MA 01532-1923		=	Navigato	r			
	2	=	Classic H	lome			

3. Click the Done button to save the changes to the NavBar.