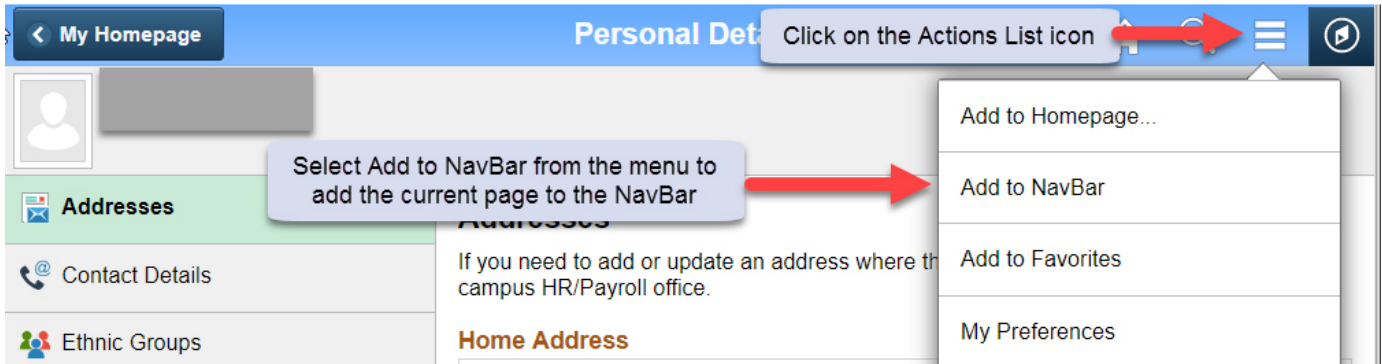


Using the NavBar in HR Direct

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.

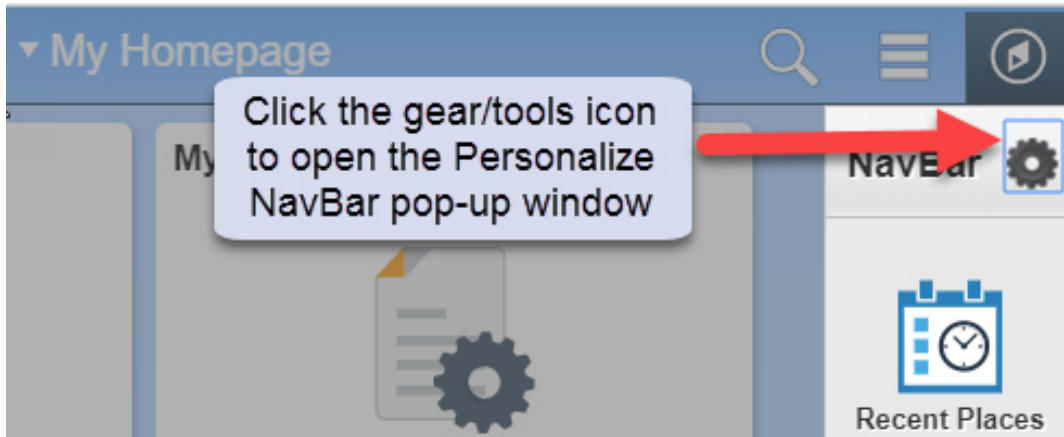
Option 1: Navigating to a page and adding it to the NavBar

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.

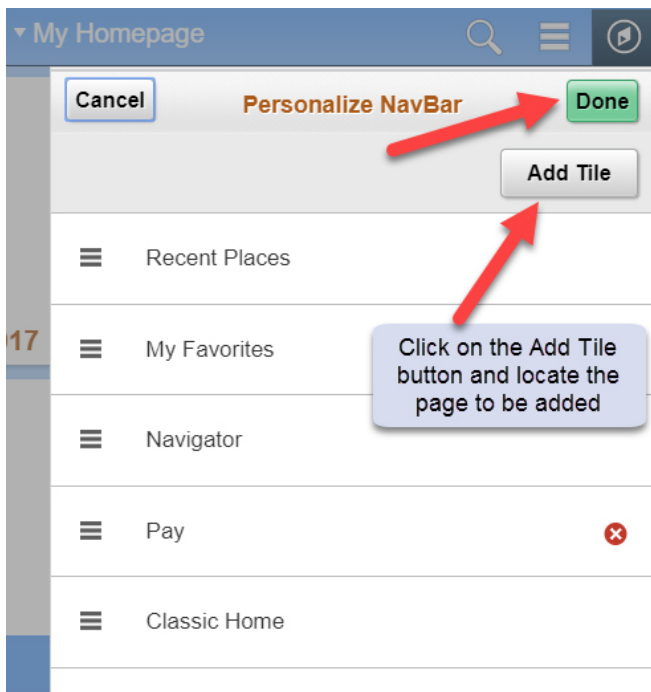


Option 1: Using the Personalize NavBar Feature

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 to the Personalize NavBar feature.

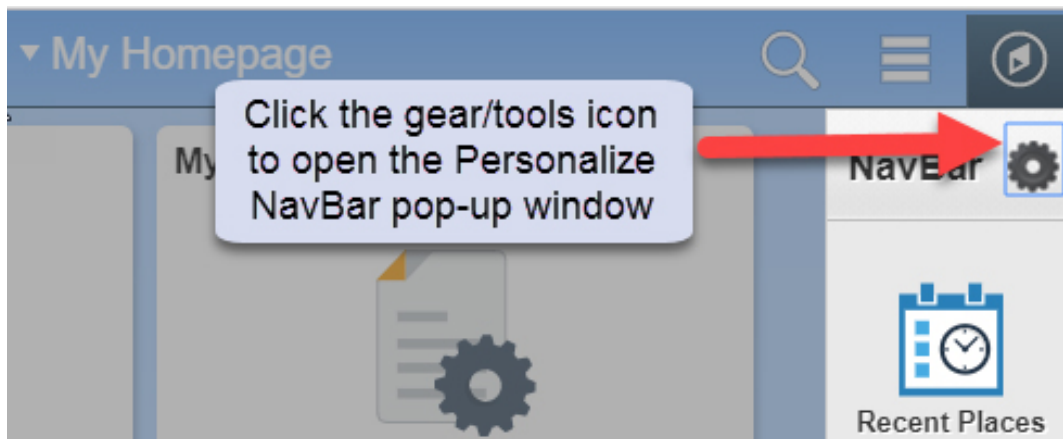


2. Click on the Add Tile button in the upper right corner of the pop-up and locate the page you want to add.
3. Click the Done button in the upper right corner of the pop-up to save the changes to your NavBar.

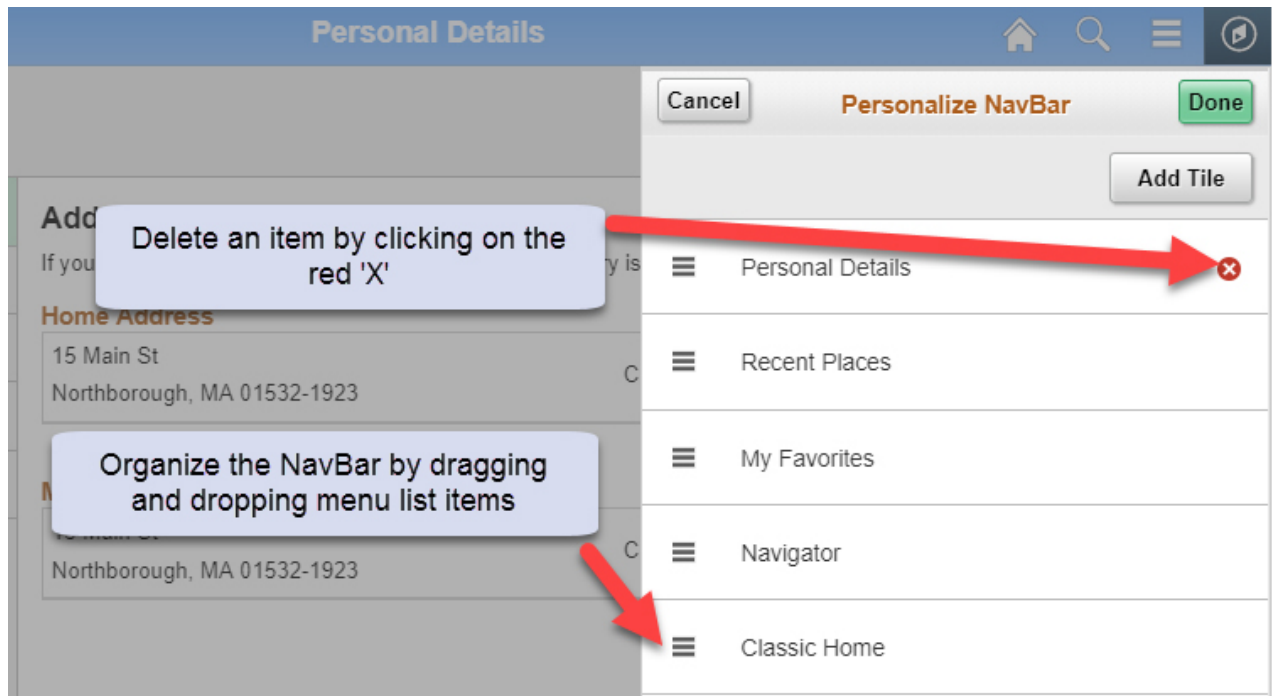


Editing the NavBar

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.



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