

3 Action Pane

The action pane is used to select an action to be carried out on an object previously selected in the object pane. The available navigation items will vary, dependent on your previous selections.

If you have enabled Favourites (selected in My Settings) then the top items in the list will also reflect your previous choices. Previously selected items will appear at the top of the list. To access items which you have not recently used you may have to click  at the bottom of the list to reveal all of the available items.

The type of action is illustrated by the icon to the left of the item label as shown below.

Button	Action
	The Folder icon indicates that additional actions can be displayed when you click the folder. These will be similar actions grouped together under a single folder.
	The Blue globe indicates that there are further items of detail required before a page can be displayed. For example, if you click on the Addresses item: <div style="background-color: #e6f2ff; padding: 5px; margin: 10px 0;">  Personal information <ul style="list-style-type: none">  Addresses  Social security  Emergency contacts  Next of kin  Previous employments  Remuneration  Employment history  Personal details  Key date details  Address history  Position salary change history  New - Personal details </div> Trent will then display the forms available in that category of data, in the Object pane enabling you to select an existing address or to view address history.
	The Page icon indicates that the item is a page that is available to you which will be displayed in the display pane.

3.1 Searching the navigation items

To help you locate the required menu option or form within the Action Pane there is a search facility. This is enabled by clicking the search icon in the Action Pane Header



Enter the action you require (in this example work permits) and click the search icon or press enter



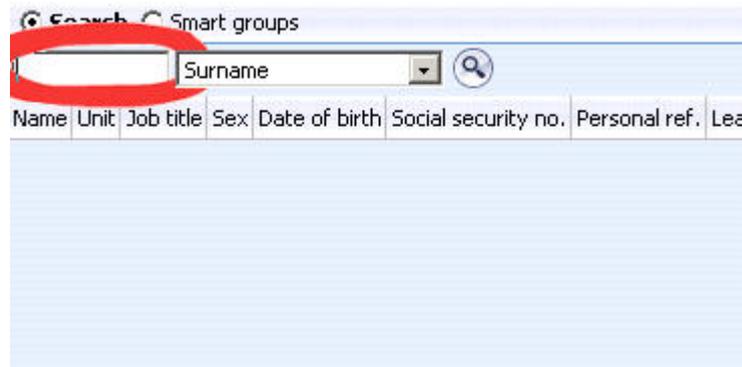
Click on the navigation route you wish to follow



Trent will then automatically lead you through the steps to locate this item by highlighting each selection you need to make with a red ring



Click on the red ringed menu option and Trent will guide you to the next step



Complete the next step (in this example entering a surname)

Trent will navigate to the next step, again red ringing the item in order for you to locate and select it



Navigating through the menus can also be made a simplified process by making use of 'Screen Chaining'. This is a process that allows a user to progress through a pre-defined sequence of menus and pages to input data – for example personal details, address details, social security details for a new starter. Process chains are a new facility and make use of workflow functionality which will be utilised at a later phase of the CHRIS project.