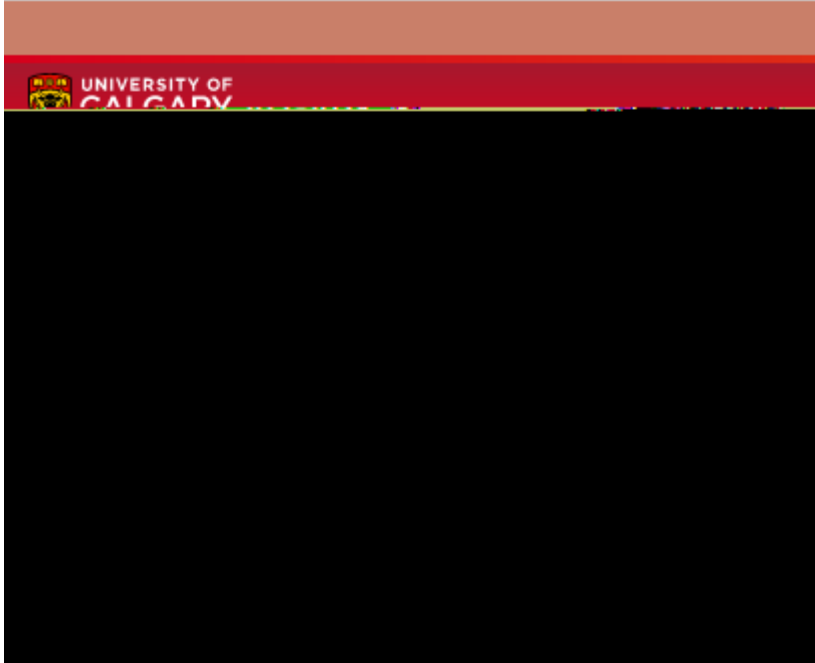


# Searching for Menu Item in Finance Fluid Quick Reference Guide

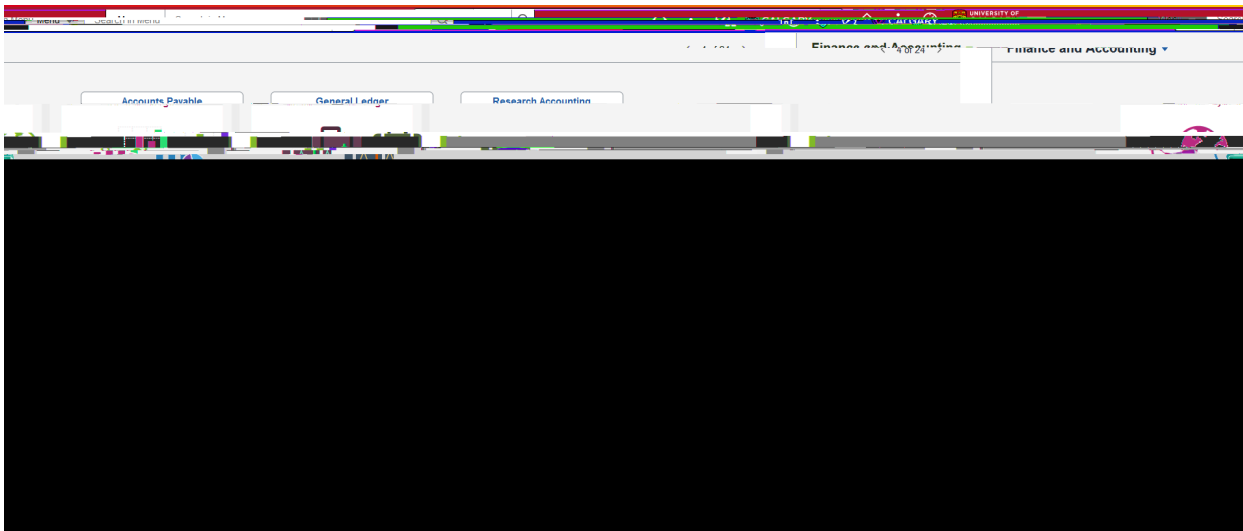


# Searching for Menu Item in Finance Fluid Quick Reference Guide

For those in the Finance business unit, first choose the Finance and Accounting option under the Employee Self Service dropdown menu.



Next, click on the appropriate functional tile.





# Searching for Menu Item in Finance Fluid Quick Reference Guide

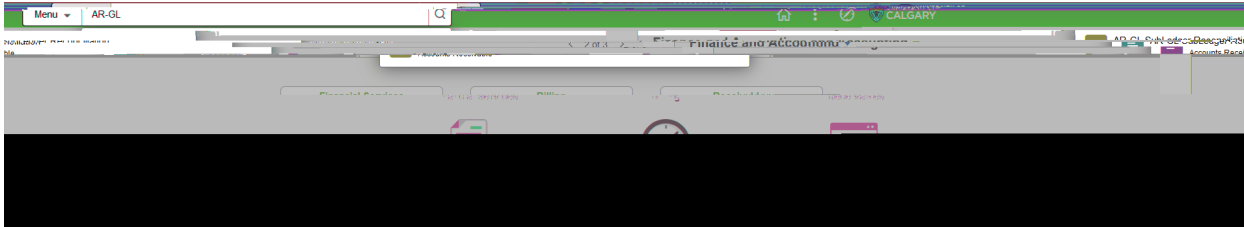
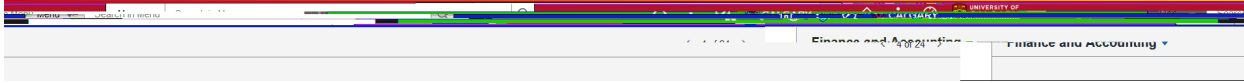
Once you have clicked on the title on the left-hand side of your screen you will see



# Searching for Menu Item in Finance Fluid Quick Reference Guide

## 3. Using the Global Search

The Search function in Fluid must be used. Type a few words in the search bar at the top of your screen to find options for menu items you are looking for.



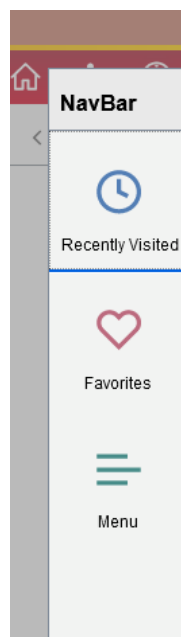
Once the desired menu item appears in the list, click on it to access it.

## 4. NavBar– Menu

To access the Nav Bar, click on the Compass icon at the top right of your screen.



Here you will see Recently Visited and Favourites as mentioned earlier.





# Searching for Menu Item in Finance Fluid Quick Reference Guide

You can also click on Menu to access a full list of desired items, in alphabetic order.



Use the arrow on the right to expand the folder for functional tasks