



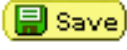
## Navigation Dos and Don'ts Tip Sheet

The following tips serve as important reminders in navigating in SES v9.0

### Do

- **Do** - Use breadcrumbs to quickly get back to a specific menu displayed in the path.
- **Do** - Fill in all fields denoted by asterisks. These are the required fields.
- **Do** - Press the **F11** key for a full screen view of the browser window. Press it again to return the screen to its original size.
- **Do** - Be sure to clear out the data on the Lookup and Search pages by clicking the Clear  button.
- **Do** - Be sure to sign out by clicking  located in the upper right corner of the page.

### Don't

- **Don't** - Leave the component until you have saved by clicking . When you leave a component, you do **not** receive any reminders to save and will lose all data entered if you don't save first.
- **Don't** - Rely on the **Save** button turning gray after you have saved. This is **not** a feature of the current system.
- **Don't** - Forget to save your work before leaving your workstation or doing an offline task. The system times out if left idle for **20 minutes**.
- **Don't** - use your mouse "roll" button.
- **Don't** - use your Internet Explorer or Netscape browser buttons (Back/Forward).
- **Don't** - close your browser window to exit. Be sure to follow the sign out step under 'Do'.