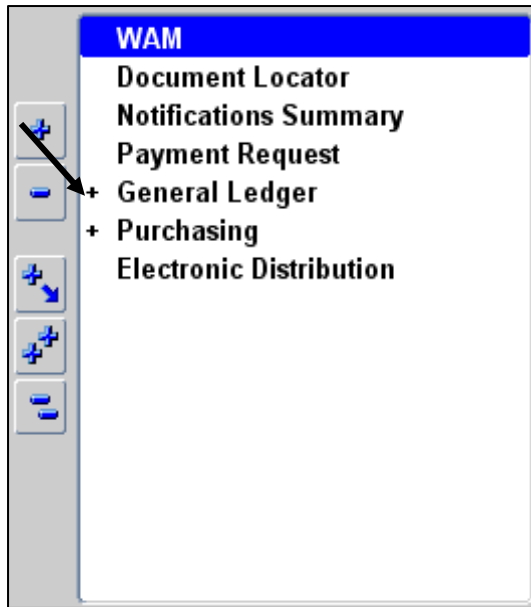


Using Expand and Collapse

Menu options that have a plus sign beside them have menu options contained inside them. Menu options that have a minus sign beside them have been expanded.

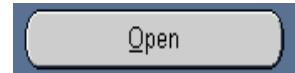


Words that have a plus sign beside them have menu options contained inside them (sometimes called children or sublevels) “hiding” behind them. They must be *expanded* to reveal their sublevels or children.

Choose one of the following methods to **expand** an item to its next sublevel form:

- Double-click the main menu option (the one with the plus sign beside it) such as Purchasing.

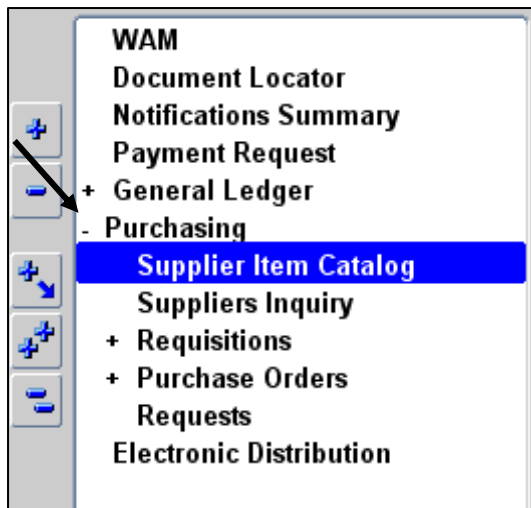
- Select the item and choose **OPEN**.



- Select the item and click on the **EXPAND** icon.



- Use the Expand Branch icon to display all of the menu options.



Menu options that have a minus sign beside them have been expanded to reveal all of the children or sublevels. They must be *collapsed* to close their sublevels or children.

Choose one of the following methods to **collapse** an item to its next sublevel form:

- Double-click the main menu option (the one with the minus sign beside it) such as Requisitions.

- Select the item and choose **COLLAPSE**.



The **Expand All** icon expands *all* of the menu options in the navigation list.



The **Collapse All** icon collapses *all* currently expanded items in the navigation list.