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.