Overview
In spring 2014, the Berkeley Financial System will upgrade to version 9.2 introducing many improvements to the system. This guide reviews the new “internet-like” look and navigation.

Navigation
Main Menu: Navigate to a Specific Page
Expand the folder(s) and subfolder(s) that fall within the page’s hierarchy until you reach the desired page link. For example, to get to the Create/Update Journal Entries page, select -

Breadcrumbs
A menu string appears at the top of every page displaying the current location of the page within the navigation structure.

We call this menu string “breadcrumbs” because it shows a trail of each folder, subfolder, or component you passed through to get to the current page. You can backtrack to any of the previous menus by selecting one of the breadcrumb links. This unveils “clickable” subfolders and pages that fall under that link.

Customizing the Main Menu
By default, the Main Menu lists pages in the same order as prior versions of BFS, but now you can customize this order if you choose.

Click the arrow icon found at the top-right of the Main Menu to sort the menu in ascending order (A to Z) or descending order (Z to A). Each mouse click toggles to a different sort order.

You can even edit your user profile and make one of these new sort orders the system default. See the Appendix at the end of this guide for instructions on how to do this.
New Enhancements to the Berkeley Financial System

Favorites Menu

Recently Used
Much like a web browser’s history function, BFS 9.2 tracks recently visited pages. This feature is found at the top of the Favorites menu. The pages are listed in the order last visited with the most recently visited page at the very top.

Favorites
The process of adding, editing, and removing favorites is unchanged from previous versions of BFS. The links are located at the bottom of the Favorites menu under My Favorites.

Mouse-Over
The mouse-over function displays additional information about vendors, contacts, customers, or sponsors without cluttering the page or requiring navigation to another page. A dotted-line underneath the text earmarks mouse-over enabled fields.

Hover your mouse over the text. After several seconds, additional information (such as names, addresses, email, and telephone numbers) will automatically pop up.
**New Enhancements to the Berkeley Financial System**

**Inner Scroll**

The nested inner scroll is perfect for viewing a long row of content such as a chartfield. This feature helps simplify the process of reviewing a long row of data with many fields.

**Appendix**

**Change the Default Sort Order**

If you want to set one of the new menu sort orders as the default, follow these steps:

1. Go to the **Main Menu** and select -
   My Personalizations ➤ Personalize Navigation Personalizations.

2. Find the **Drop down Menu Sort Order** menu and choose the sort order you prefer. Select either **Ascending** order (A to Z sort), **Descending** order (Z to A sort), or **None** (to restore the original order of the menu).

3. Once you have made your selection, go to the bottom of the page and click the **OK** button. This takes you to the **Save Confirm** page where you click the **Return** button to save your selection.