

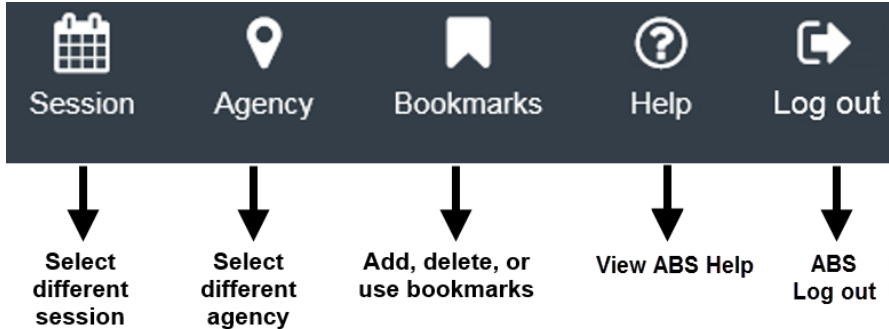


ABS includes standard toolbar, search, and filter options.

Toolbar

The toolbar is located near the top of all ABS pages.

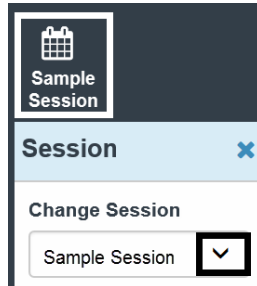
- ✓ Toolbar options are dependent on your user role. For example, OFM Budget Operations and DES Small Agency Services have security/permissions to support more than one agency so they will have an option to select a different agency.



Toolbar - Session

Use the session toolbar option to work with information for a different budget session.

- Select:** Session icon on the toolbar.
- Select:** Session.
→ ABS will refresh the page to display information and options for the budget session.

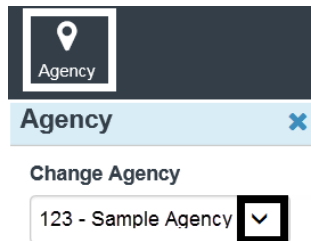


Toolbar - Agency

Use the agency toolbar option to work with information for a different agency.

- ✓ The toolbar option for agency is available for OFM Budget Operations and DES Small Agency Services because they have security/permission to support more than one agency.


- Select:** Agency icon on the toolbar.
- Select:** Agency.
→ ABS will refresh the page to display information and options for the agency.

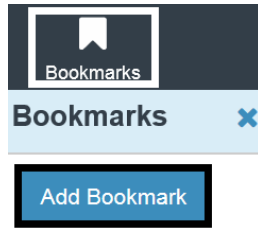






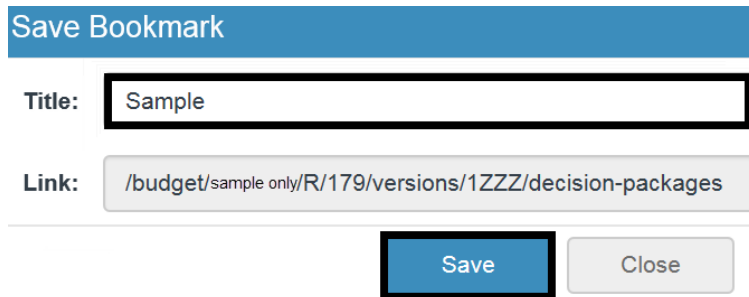
Toolbar - Bookmarks

Use the bookmarks toolbar option to add, delete, or use quick links for your favorite ABS pages.

- Select:**  Bookmarks icon on the toolbar.
- Select:** Add Bookmark.
→ ABS will not display 'add bookmark' if you are on a page that does not allow a bookmark.




- Input:** Title. This will be the title of your bookmark.
 - Select:** Save.
→ ABS will add your bookmark.
→ Use the  icon to delete a bookmark.
- 



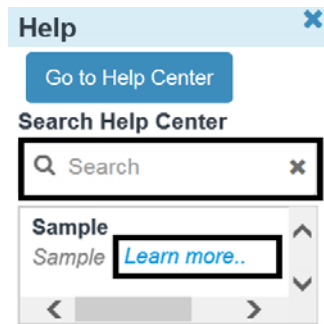
Toolbar - Help


Use the help toolbar option to get information and search for topics from the ABS help center.

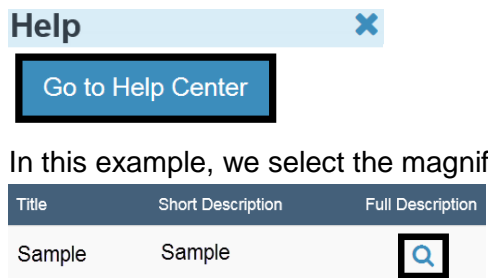
- Select:**  Help icon on the toolbar.
→ ABS will display help center information.



- Use the search option to quickly find a help topic (you can use full or partial search criteria).
→ Use the '[Learn more ...](#)' quick link to view more information. ABS will display the full description for the help topic in a new window.



- Use the 'Go to Help Center' quick link to view a list of all topics in the help center.
- Select:** Go to Help Center.
 - Select:**  Magnify icon for a help topic.
→ ABS will display the full description for the help topic.



In this example, we select the magnify icon for a help topic.

Title	Short Description	Full Description
Sample	Sample	

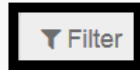


Filter

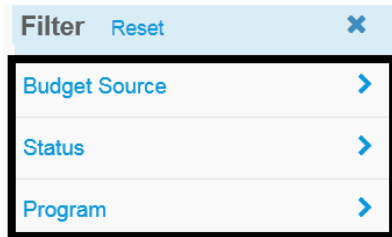
The filter option is located on some of the ABS pages.

- ✓ Use the filter option to quickly narrow the results in a list. For example, the filter option is helpful if you need to narrow a list of budget versions by status or program.

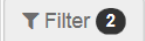
- Select:** Filter.
→ ABS will display filter criteria.
- Select:** Filter criteria.
→ ABS will display additional filter criteria.



In this example, a list of budget versions can be filtered by source, status, and/or program criteria.

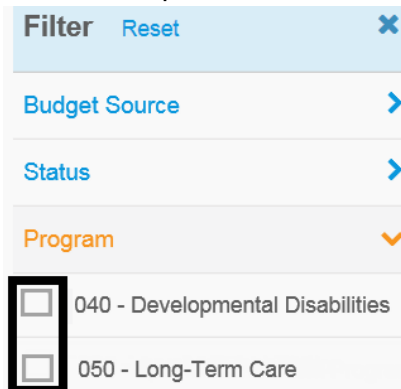


- Select:** Checkbox next to additional filter criteria.
→ ABS will display results based on your filter criteria.
→ ABS will display the number of criteria selected next to the filter option.



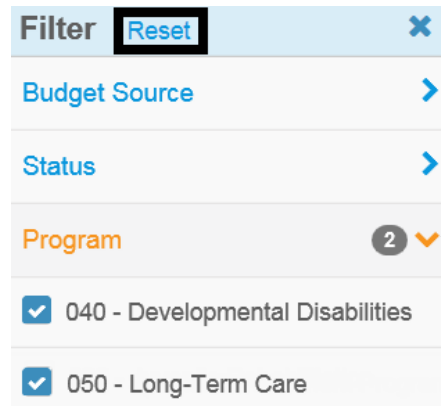
- Use the reset option on the filter criteria to remove all filter criteria.

In this example, additional filter criteria includes two programs.



ABS will display the number of criteria selected.

- To remove all filter criteria, select Reset.





Search

The search option is located on most of the ABS pages.

- ✓ Use the search option to quickly find an item in a list. For example, the search option is helpful if you need to find a specific budget version, decision package, or help center topic using a partial search term.

1. **Input:** Search criteria.

→ You can input partial or full search criteria.

→ ABS will display results based on your search criteria.

In this example, we input partial search criteria 'sa' to find sample decision packages.

Decision Package Information			
Decision Package	Status	Comments	Priority
Budget Level: Maintenance			
11 - Sample	Draft		
Budget Level: Policy			
12 - Sample	Draft		