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.

1. **Select:** Session icon on the toolbar.
2. **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.

1. **Select:** Agency icon on the toolbar.
2. **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.

1. **Select:** Bookmarks icon on the toolbar.
2. **Select:** Add Bookmark. ➔ ABS will not display ‘add bookmark’ if you are on a page that does not allow a bookmark.
3. **Input:** Title. This will be the title of your bookmark.
4. **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.

1. **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.

1. **Select:** Go to Help Center.
2. **Select:** Magnify icon for a help topic. ➔ ABS will display the full description for the help topic.
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.

1. **Select:** Filter.
   ➔ ABS will display filter criteria.

2. **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.

3. **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.

![Search Example]

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