

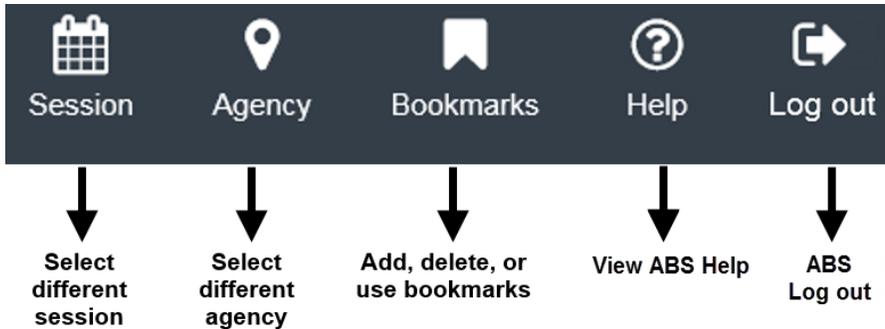


ABS includes standard toolbar, search, and filter options.

Toolbar

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

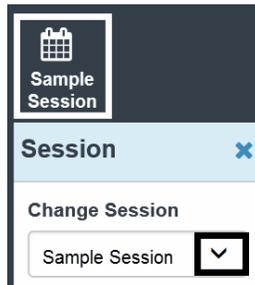
- ✓ Toolbar options are dependent on your user role. For example, OFM Budget Operations and DES Small Agency Services have security/permissions to support more than one agency so they will have an option to select a different agency.



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.

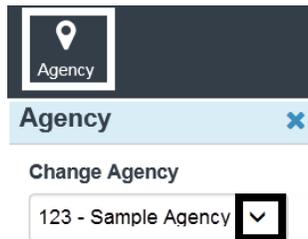


Toolbar - Agency

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.

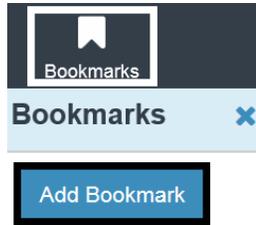




Toolbar - Bookmarks

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.



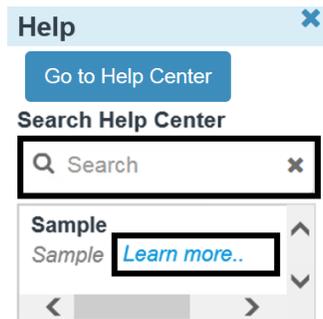

Toolbar - Help

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.

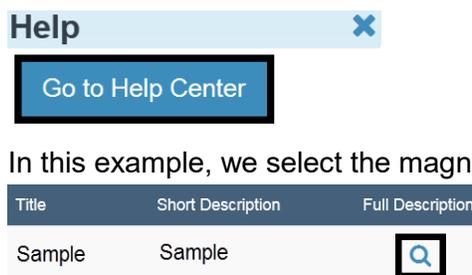


Use the search option to quickly find a help topic (you can use full or partial search criteria).
→ Use the '[Learn more ...](#)' quick link to view more information. ABS will display the full description for the help topic in a new window.



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.

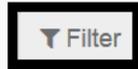


Filter

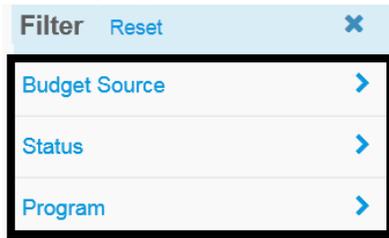
The filter option is located on some of the ABS pages.

- ✓ 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.

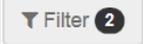
- 1. Select:** Filter.
→ ABS will display filter criteria.
- 2. Select:** Filter criteria.
→ ABS will display additional filter criteria.



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

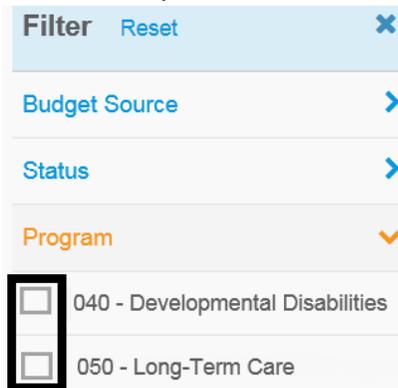


- 3. Select:** Checkbox next to additional filter criteria.
→ ABS will display results based on your filter criteria.
→ ABS will display the number of criteria selected next to the filter option.



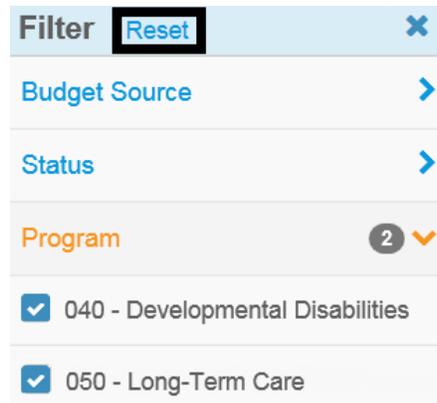
- Use the reset option on the filter criteria to remove all filter criteria.

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.

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 | | |