



## **DAI Navigation**

Update Header Display  
Preferences

R12 Work Instruction



## Document Control

### Change Record

Date	Author	Version	Change Reference
18-Feb-2016	Melissa Sturgeon	1.0	No previous document

### Reviewers

Name	Position
08-Mar-2016	Bill Mohamed

### Distribution

Copy No.	Name	Location
1	R12_WI_DAI Navigation_Update Header Display Preferences	DEPS
2		

**Note to Holders:**

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purpose.



---

## TABLE OF CONTENTS

DOCUMENT CONTROL.....	ii
BUSINESS PROCESS DESCRIPTION .....	4
<i>Update Page Header Display Style</i> .....	5

## Business Process Description

The DAI header contains icons for navigating to various functions within the system. The **Page Header Display Style** defaults to “icons only”; however, users have the option to update this based on their personal preference. The display style can be changed to contain “links only” or “both icons and links”.

### Trigger

- A DAI user wishes to update the **Page Header Display Style**.

### Prerequisites

- None

### Responsibility


- Home Page

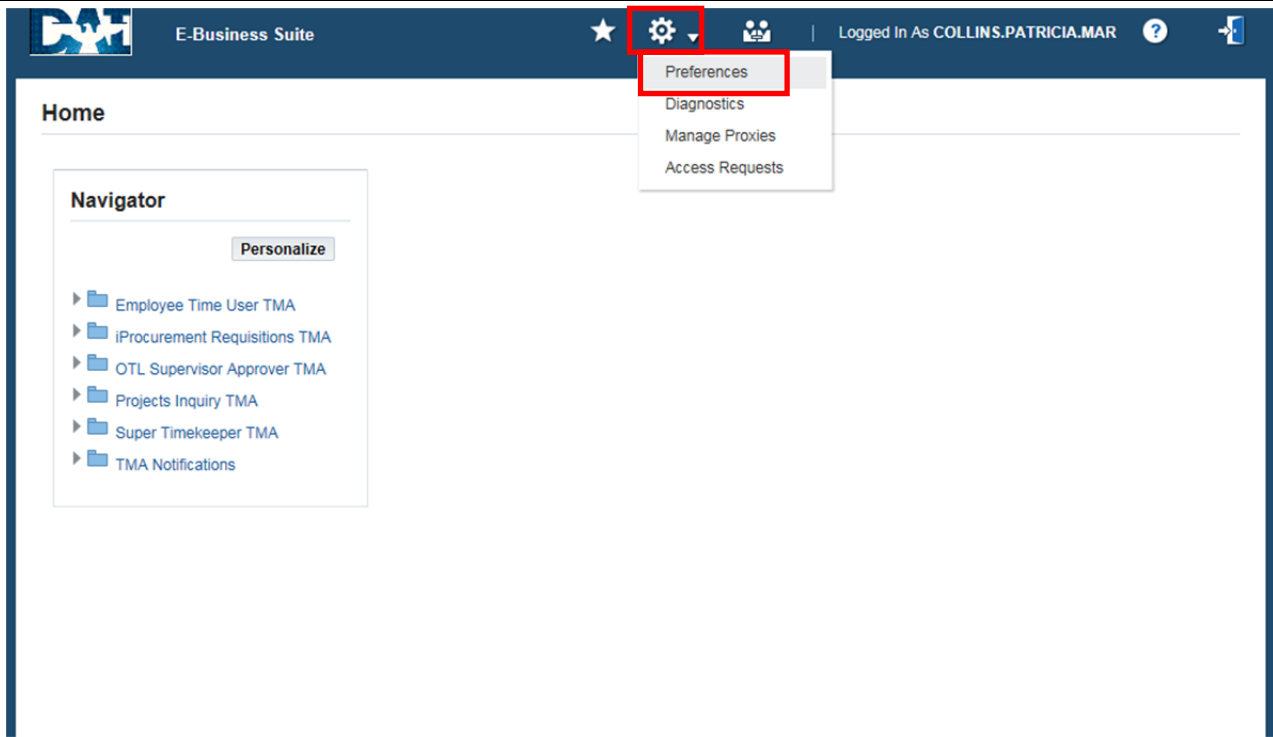
### Menu Path

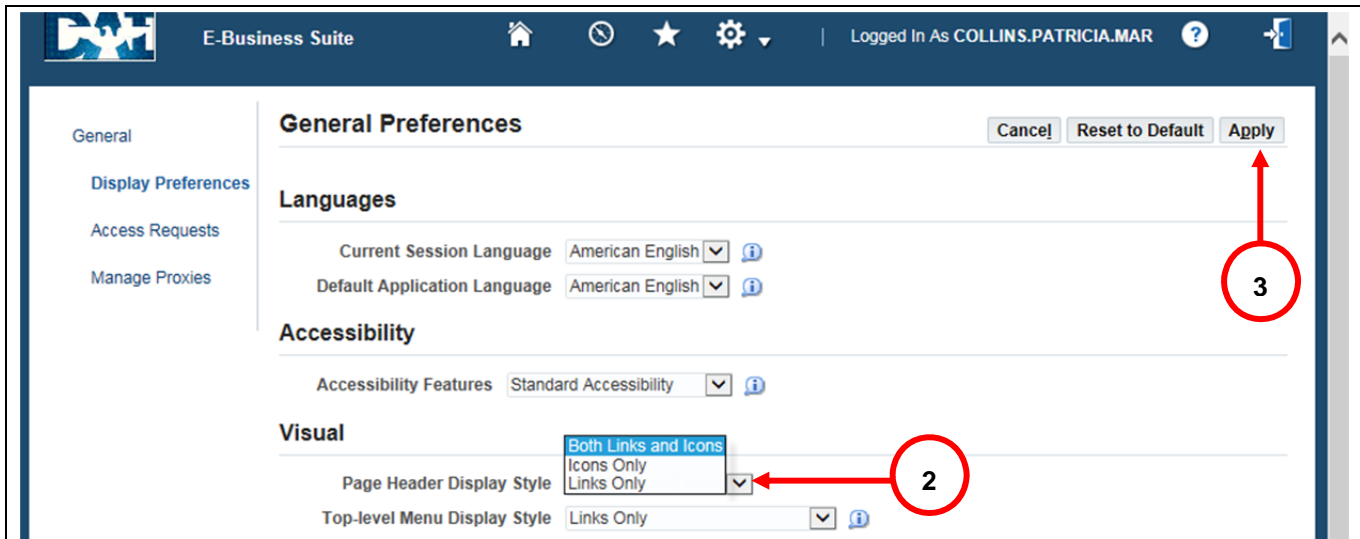
Use the following menu path to begin this task:

- Settings > Preferences

## Update Page Header Display Style

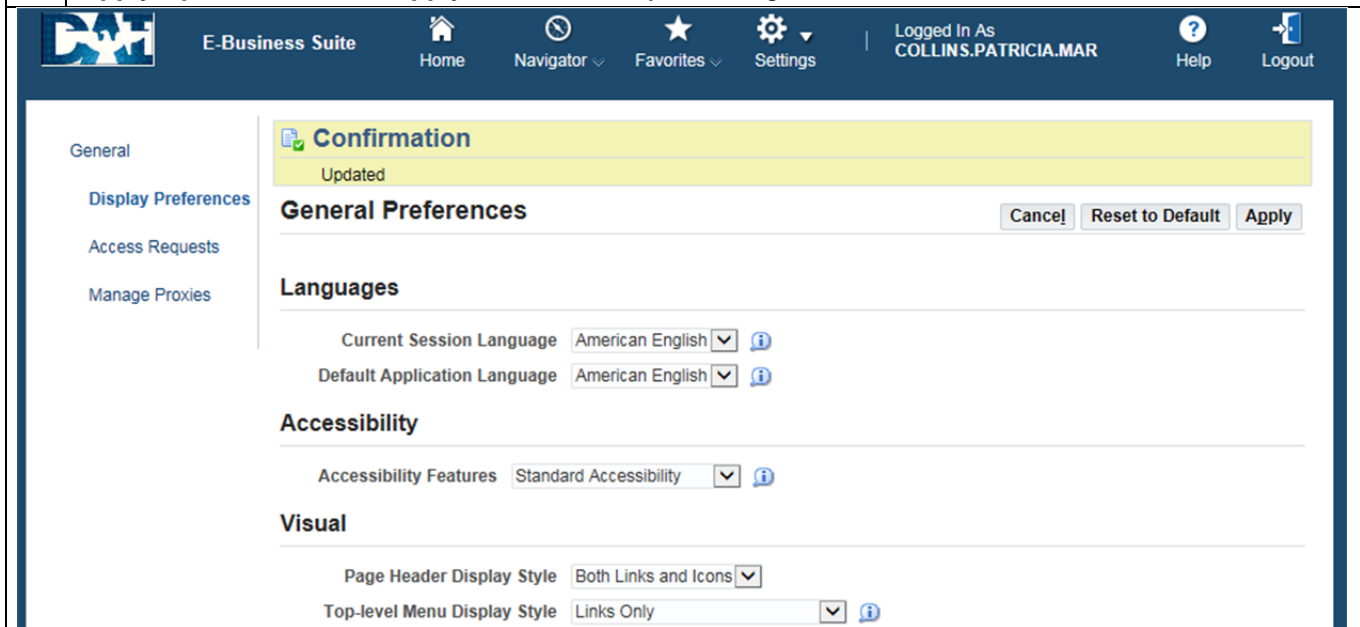
1. Start the task using the following responsibility and menu path:
  - **Responsibility:** DAI Home Page
  - **Menu:** Settings  > Preferences





2. **Update Page Header Display Style** – Click the drop down arrow for the **Page Header Display Style** field in the **Visual** section to select the desired style.
- **Both Links and Icons** – displays page header icons with text links
  - **Icons Only (default)** – displays page header icons only
  - **Links Only** – displays page header text links only

3. **Apply Update** – Click the **Apply** button to save your changes.



4. **Confirm Update** – A **Confirmation** message displays indicating that the preferences have been updated.

## Result

Congratulations! You have successfully updated the **Page Header Display Style**.