Document Control

Change Record

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<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
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<td>18-Feb-2016</td>
<td>Melissa Sturgeon</td>
<td>1.0</td>
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Reviewers

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<th>Date</th>
<th>Name</th>
<th>Position</th>
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<tr>
<td>08-Mar-2016</td>
<td>Bill Mohamed</td>
<td>Workforce Preparation Training Lead</td>
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Distribution

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<td>1</td>
<td>R12_WI_DAI Navigation_Update Header Display Preferences</td>
<td>DEPS</td>
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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.
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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

![Image of E-Business Suite with Preferences highlighted](image-url)
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**.