3.0   GENERAL NAVIGATION

3.1. Start your browser

To signon to the PPM application, the user must first start a browser and provide the proper URL to connect to the application. Different browsers provide slightly different functionality, may look different, but in the end, the browser simply reflects a means for interacting with an application, in this case PPM.

3.2. Enter the URL for the PPM signon

Click in the address field on the browser form and enter: `http://ppm.app.companyname.com`
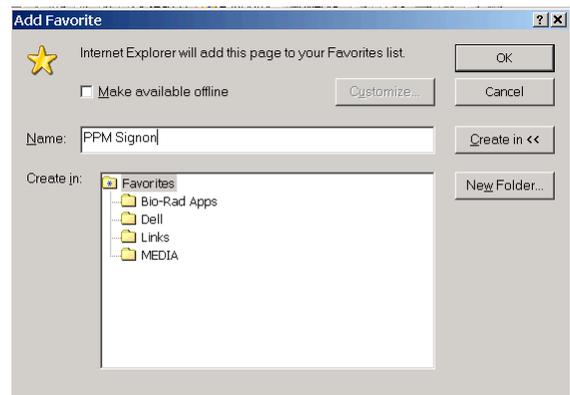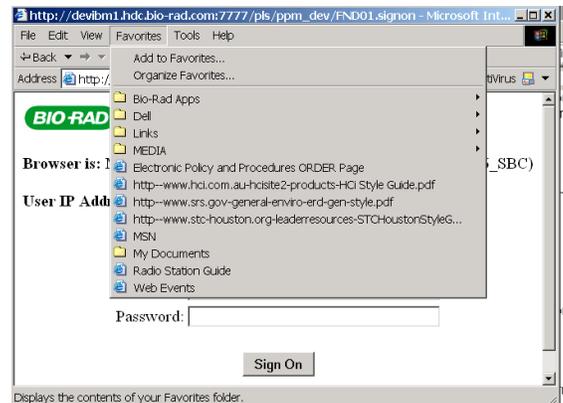

3.3. Save as a favorite

Who wants to remember a URL? Browsers provide a means for storing a URL for future reference. To add the PPM signon as a favorite, select "Add to Favorites" from the Favorites menu item.

Click in the Name text box and provide a meaningful name for the URL.

Select the folder into which you want the URL placed. In the browser sample on the right, the URL is being placed in the Bio-Rad Apps folder.
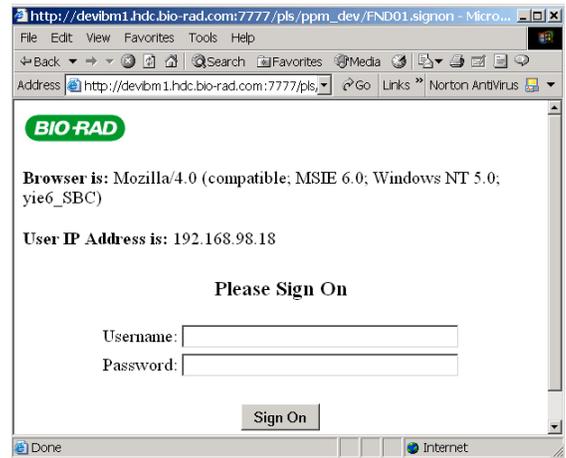
Click the OK command button.

When you click the Favorites icon on the browser form and select the folder containing the URL, you will see the meaningful name you assigned to the application signon form.

3.4. Please Sign On

Once the browser has connected you to the signon document, you must enter your username and password.

By convention your user name is constructed from your first name, an underscore character "_" and your last name. Your username and password are case sensitive.

3.5. Application Layout

From within the browser window, the application is comprised of 3 frames.

The page header frame identifies the application and provides a Sign Off link.

The vertical frame on the left side of the page provides a mechanism (links) for navigating to application comnponents. Clicking the "Home" link will always return the user to the "Welcome" page.

The vertical frame on the right reflects the applications working page. The working page reflects an area in which application activities will be transacted or information presented for review.

3.6. Help

Application pages contain a "Help" command button. Clicking the "Help" command button opens a new browser page containing a dialog presenting information about the applications functionality.

Click the "Close Help Window" command button to close the help window.