
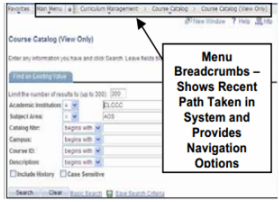

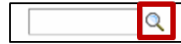


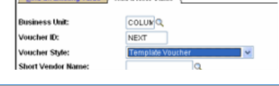




Navigation Tip	Description
<p>Downloading</p> 	Clicking this button in ARC allows users to download results to an Excel spreadsheet for further analysis.
<p>Favorites Menu</p>	Favorites allow users to create a personalized list of bookmarks to folders and content. Favorites eliminate the need to navigate through an entire menu and to instead go directly to commonly used pages.
<p>Breadcrumb Menu</p> 	Within ARC, the menu across the top of your screen is clickable and shows you the recent path taken and provides help with navigation.
<p>Back button</p> 	NEVER use the web browser's back button! This functionality belongs to your web browser and is not fully compatible with ARC. Use the Universal Navigation Header, Main Menu, Drop-Down Menu, Breadcrumbs and other buttons/links that ARC provides when appropriate to navigate to recently used pages. Using the back button may lead to loss of data.
<p>Look-Up Function</p> 	The Look-Up Function, which is symbolized by a magnifying glass, appears next to most editable fields in ARC and allows users to search for/select information when creating or processing a transaction.
<p>Copy</p> 	If you want to copy all of the lines from a purchase order into a voucher, ARC provides a Copy Purchase Order function. Enter the Purchase Order number for the purchase order you want to copy, and the voucher related information will be loaded onto the voucher information screen automatically.
<p>Notify</p> 	The notify functionality can be used to notify an approver that a transaction is awaiting their approval in their queue. It can also be used to send in progress transactions to someone for additional review.
<p>Templates</p> 	Templates can be used for frequently processed transactions, such as requisitions and vouchers, so that items such as ChartFields are pre-populated.
<p>Multiple Windows</p> 	There are times when it will be helpful to have multiple ARC windows open at the same time. For example, in the process of reviewing a voucher and needing to access job aids, UPK training, or the COA Crosswalk tool. Rather than close out the voucher before you are finished, you may click the New Window hyperlink and open another window in the ARC database you are working in.
<p>Worklist</p> 	Shows an approver any assigned workflow items with summary information about the transaction. Selecting an item in the worklist provides links where an approver can get more details about each item. Note: the worklist is particularly useful for approvers with a low volume of transactions. We encourage you to begin by reviewing the worklist to see how it works with your volume of approvals.

## Getting Help

Please contact the Finance Service Center  
<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now  
<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122