

# Navigation overview

## Searching

Log into [vantage.utah.gov](http://vantage.utah.gov) url. Be sure you're logged in as your **Employee** role.



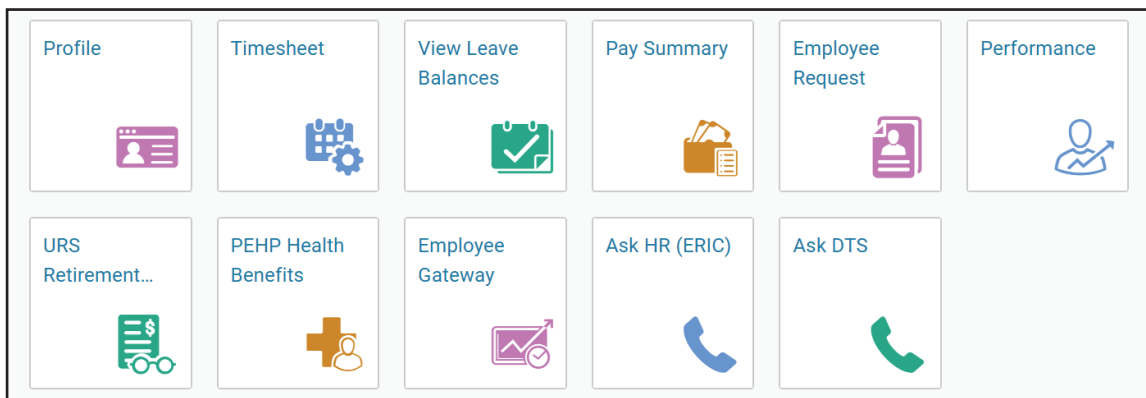

The search bar at the top of the page allows you to search for anything within Vantage. Be sure your search is set to **Page Code**.



|   |                                     |
|---|-------------------------------------|
| <input checked="" type="checkbox"/> ALL       | <input type="checkbox"/>            |
| <input type="checkbox"/> Transaction          | <input type="checkbox"/>            |
| <input type="checkbox"/> Inquiry              | <input type="checkbox"/>            |
| <input type="checkbox"/> Reference            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> Page Code | <input checked="" type="checkbox"/> |


## Home page tiles


These tiles provide quick access to the activities you use most often.





- **Profile** - Opens your work history dashboard and allows you to see your work profile information.
- **Timesheet** - Opens to where you'll enter your time.
- **View Leave Balances** - Opens your Time and leave dashboard, you'll be directly on your leave balance view.
- **Pay Summary** - Opens your Pay dashboard, allowing you to view pay slips, pay history, and update direct deposits or W-4s.
- **Employee Request** - This tile is strictly for HR related request such as FMLA. This is just an initial request at this time. All follow-up will be done by HR, not through the Vantage system.
- **Performance** - Opens the employees performance management page.
- **Lower quick links** - These link directly to URS, PEHP, Employee Gateway, Ask HR, and Ask DTS will take you directly to the respective sites.

## Navigation overview


Home icon (  ) will return the user to their home page no matter where they are in Vantage.

Alert icon (  ) displays a list of unread alerts and allows you to navigate to the Alerts page where you can view all current alerts.


Bookmark icon (  ) will allow you to favorite or bookmark a page to save time. It also displays all pages you have bookmarked.



Help icon (  ) displays help associated with the current page.


## Frequently used buttons


**More information** (  ) provides additional details about a specific search criteria.

**Smart Menu** (  ) aka 9-dot menu gives access to view attachments and view or add a comment.

**Menu** (  ) aka 3-dot menu gives more options to make adjustments or other changes to the transaction.


**Pin** (  ) allows a tile to always show up in your recent searches. Will turn orange when pinned. 


**Error** (  ) stop sign is an error that must be corrected. You cannot proceed with this hard stop.

**Warning** (  ) message is informational and allows you to proceed.


**Informational** (  ) means the action submitted or validated successfully.


**Show All Messages** (  ) shows any comments on the action.


**Configure search** (  ) gives you the option to change search features.

**Pick List** (  ) will open up a searchable table page for items related to that field.

**Attachments** (  ) shows any attachments associated to the action.

**Comments** (  ) shows any comments on the page, or you can add a new comment.

**Collapse** (  ) expands the line to see more information below the transaction.

**Insert** (  ) adds an additional line or comment to a transaction page.