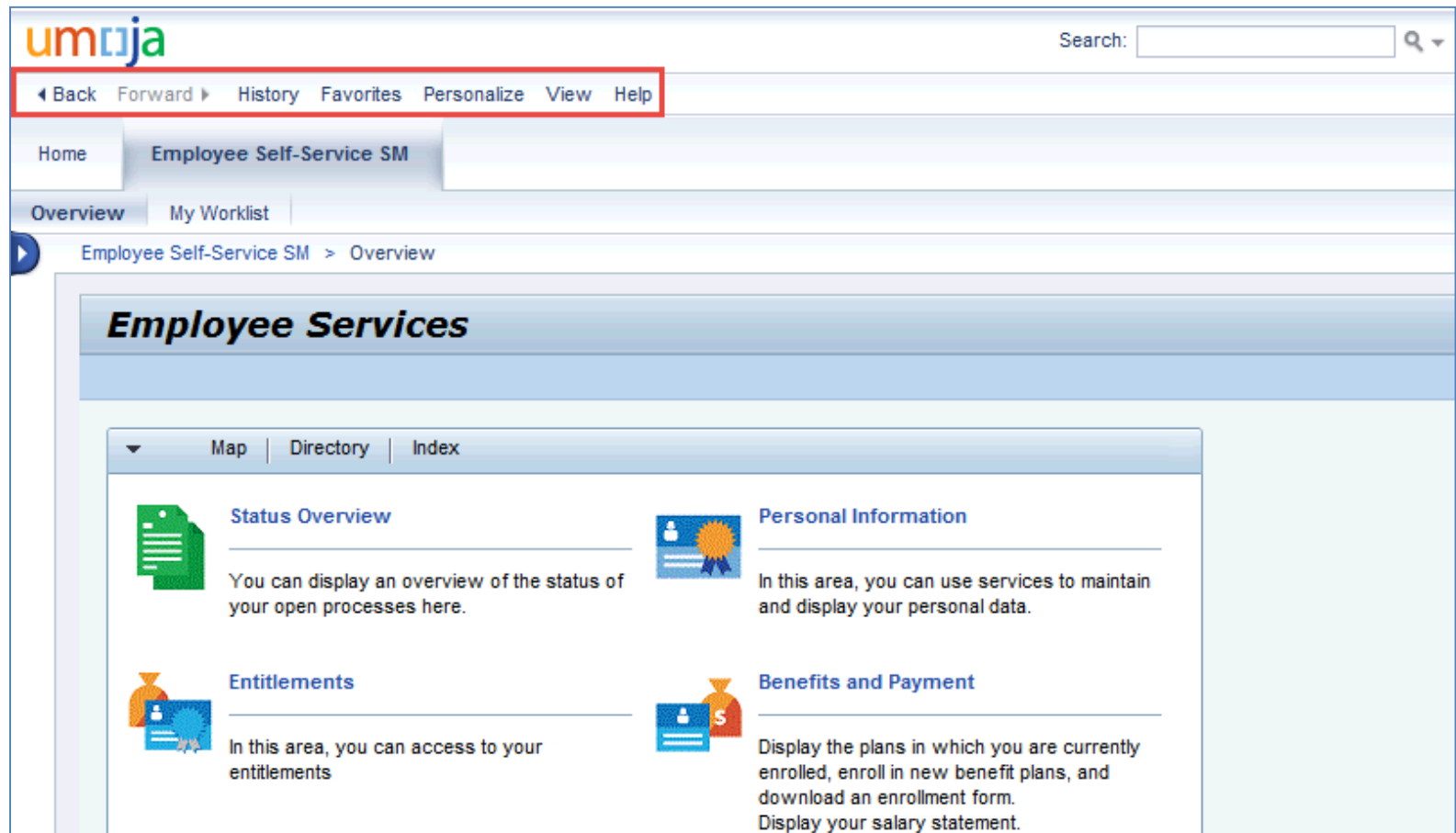


Umoja Portal Menu Bar

- The **Menu bar** runs across the top of the Umoja ESS screen and displays different available options/actions specific to the user. The menu bar is visible on all screens within ESS and is a fundamental part of the graphical user interface (GUI). You may discover all available features by getting familiar with it.



Umoja Portal Menu Bar

- The **Back / Forward Links** open the page you navigated from, or the next page if available.

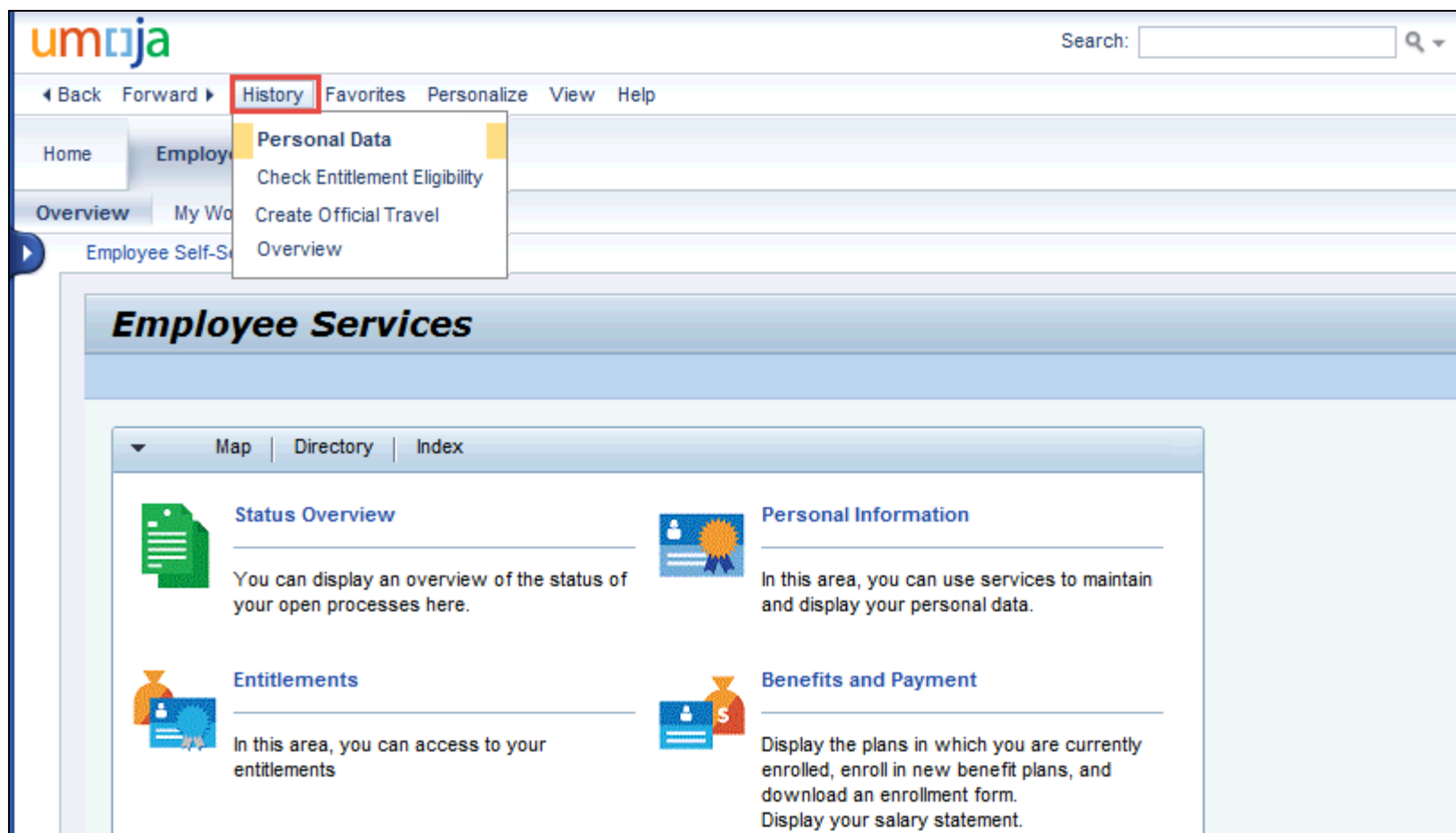


Do **NOT** use the browser's back button to navigate to the previous page as it may take you out of the Umoja Portal.

The screenshot shows a web browser window with the address bar displaying <http://unsapq3j.umoja.un.org:50000/irj/portal>. The browser's back button is highlighted with a red 'X' and a checkmark, indicating it should not be used. The portal's menu bar includes 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. The 'Back' button is highlighted with a red box and a green checkmark. The portal content includes 'Employee Services' and sections for 'Status Overview' and 'Personal Information'.

Umoja Portal Menu Bar

- The **History Link** lists the most recent items you have viewed in the Umoja Portal.



The screenshot displays the Umoja Portal interface. At the top left is the 'umojja' logo. To its right is a search bar with the text 'Search:'. Below the logo and search bar is a navigation bar with links: 'Back', 'Forward', 'History' (highlighted with a red box), 'Favorites', 'Personalize', 'View', and 'Help'. A dropdown menu is open under 'History', listing 'Personal Data', 'Check Entitlement Eligibility', 'Create Official Travel', and 'Overview'. Below the navigation bar is the 'Employee Services' section, which includes a sub-menu with 'Map', 'Directory', and 'Index'. The main content area is divided into four panels: 'Status Overview' (with a green document icon), 'Personal Information' (with a person icon and a sunburst), 'Entitlements' (with a person icon and a blue document), and 'Benefits and Payment' (with a person icon and a dollar sign).

Umoja Portal Menu Bar

- The **Favorites Link** allows you to **Add to Favorites** or to **Organize Favorites** (create folder, create new links, remove, rename, reposition, etc.).

The screenshot displays the Umoja Portal interface. At the top left is the 'umojja' logo. A search bar is located at the top right. Below the logo is a navigation bar with links: 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. The 'Favorites' link is highlighted with a red box. A dropdown menu is open under 'Favorites', showing 'Add to Favorites' and 'Organize Favorites', both highlighted with yellow boxes. Below the navigation bar, there are tabs for 'Home', 'Employee Self-S', 'Overview', and 'My Worklist'. The main content area is titled 'Employee Services' and includes sections for 'Status Overview', 'Entitlements', and 'Benefits and Payment'. A dialog box titled 'Organize Favorites - Windows Internet Explorer' is overlaid on the page. It shows a tree view with 'Favorites' and 'Portal Favorites' folders. Under 'Portal Favorites', there are items: 'Create Official Travel' and 'Overview'. The 'Overview' item is highlighted with a yellow box and has a dotted border. Below the tree view is a 'URL:' field containing 'SAP internal location' and a 'Close' button.