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## Basic Terms

**Application Portal** - The application portal is a web site that helps you navigate to other Web-based applications and content. This is usually an entry point when you launch the browser. The application portal can be customized to include EmpowHR application links, internal links, and intranet links.

**Breadcrumbs** - A small horizontal menu of links that is always present across the top of the page. The links show what pages, components, or menu navigation links used to get to the current page.

**Component** - A group of related pages that pertain to a specific task. You can access components from the menu. Components contain folder tabs with each tab containing a related page.

**Keys** - The display-only fields that uniquely identify your data. To display a page, you will enter the keys so that the system can retrieve the correct row of data.

**Menus** - A three-column navigation list that contains menu headings and links you click to move between the pages of your screen.

**Navigation Header** - The navigation header contains links back to your homepage and a Signoff button. If you are running the portal, the navigation header also has a Categories, Favorites, and Search feature.

**Page** - The individual display and data-entry screen for each part of your EmpowHR application. Pages appear in the browser window.