

## Which “back button” do I Use?

Depending on the internet browser you are using, “back buttons” can operate differently. You will see three (3) possible return buttons:

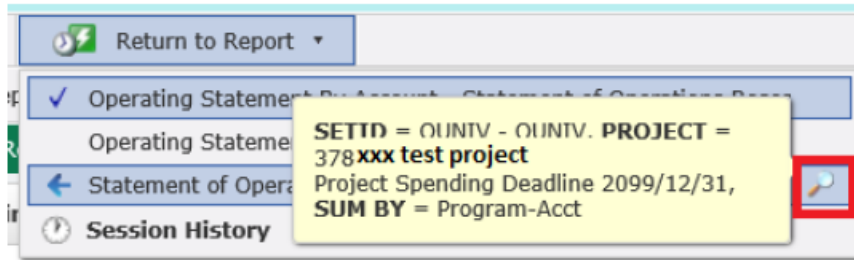
The screenshot shows a web application interface for Queen's University. The browser's back button is circled in red and marked with a red 'X' and the number 1. The breadcrumb trail contains a button labeled 'Return to Operating Statement By Account - Statement of Operations Research (02:34:34 PM)' circled in red and labeled with the number 2. To the right, a 'Return to Report' button with a magnifying glass icon is circled in red and labeled with the number 3. The main content area displays a table with columns: ACCOUNT, ACCT DESCRIPTION, BUDGET TO DATE, Feb-2017 MONTH ACTUAL, PROJECT TO DATE ACTUAL, O/S COMMITMENTS, BUDGET BALANCE WITH COMMITMENTS, and PROJECT FAV/UNFAV VS BUDGET. The table is divided into sections for Grants and Staff.

ACCOUNT	ACCT DESCRIPTION	BUDGET TO DATE	Feb-2017 MONTH ACTUAL	PROJECT TO DATE ACTUAL	O/S COMMITMENTS	BUDGET BALANCE WITH COMMITMENTS	PROJECT FAV/UNFAV VS BUDGET
<b>Grants</b>							
400120	Fed.Gov't-Other	50,000	0	50,000	0	0	
	<b>Subtotal</b>	50,000	0	50,000	0	0	0%
	<b>Total Revenues</b>	50,000	0	50,000	0	0	0%
<b>Staff</b>							
503000	BUD-Admin Prof &...	20,000	0	0	0	20,000	
503001	Admin Prof & Tech...	0	0	20,000	0	-20,000	
	<b>Subtotal</b>	20,000	0	20,000	0	0	0%
	<b>Total Labour</b>	20,000	0	20,000	0	0	0%

1 Do not use your internet browser return button

2 Use this return option if you wish to return to the last screen you were on

3 If you wish to return to a screen you were on previous to the last screen, this return button will show a drop down menu that contains all screen history from your current session. The magnifying glass to the right of the report name will show the filter criteria that you used to run the report.



For more information, see our [training materials](#).