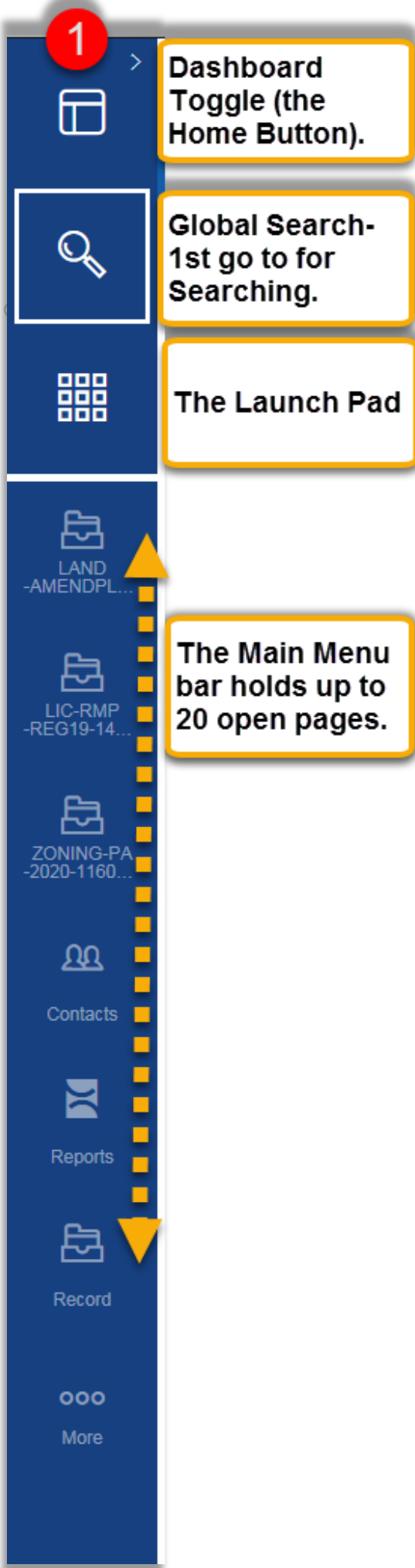


On-line Tutorial Series

Module Four

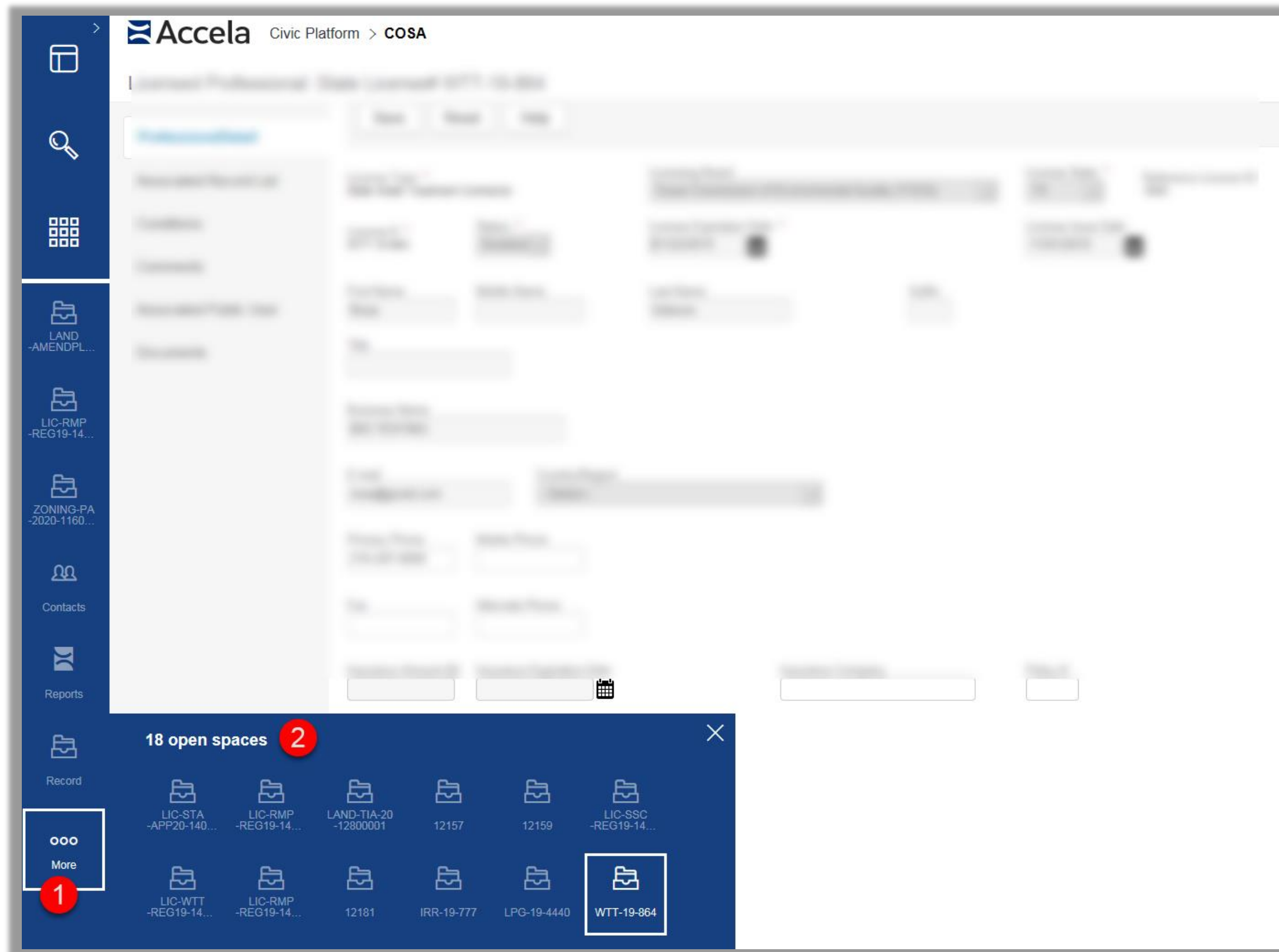
Main Menu Bar

- ***Dashboard Toggle (home button)***
- ***Global Search (first go-to for searches)***
 - ***Launch Pad***
 - ***Pinned Pages***



The Main Menu

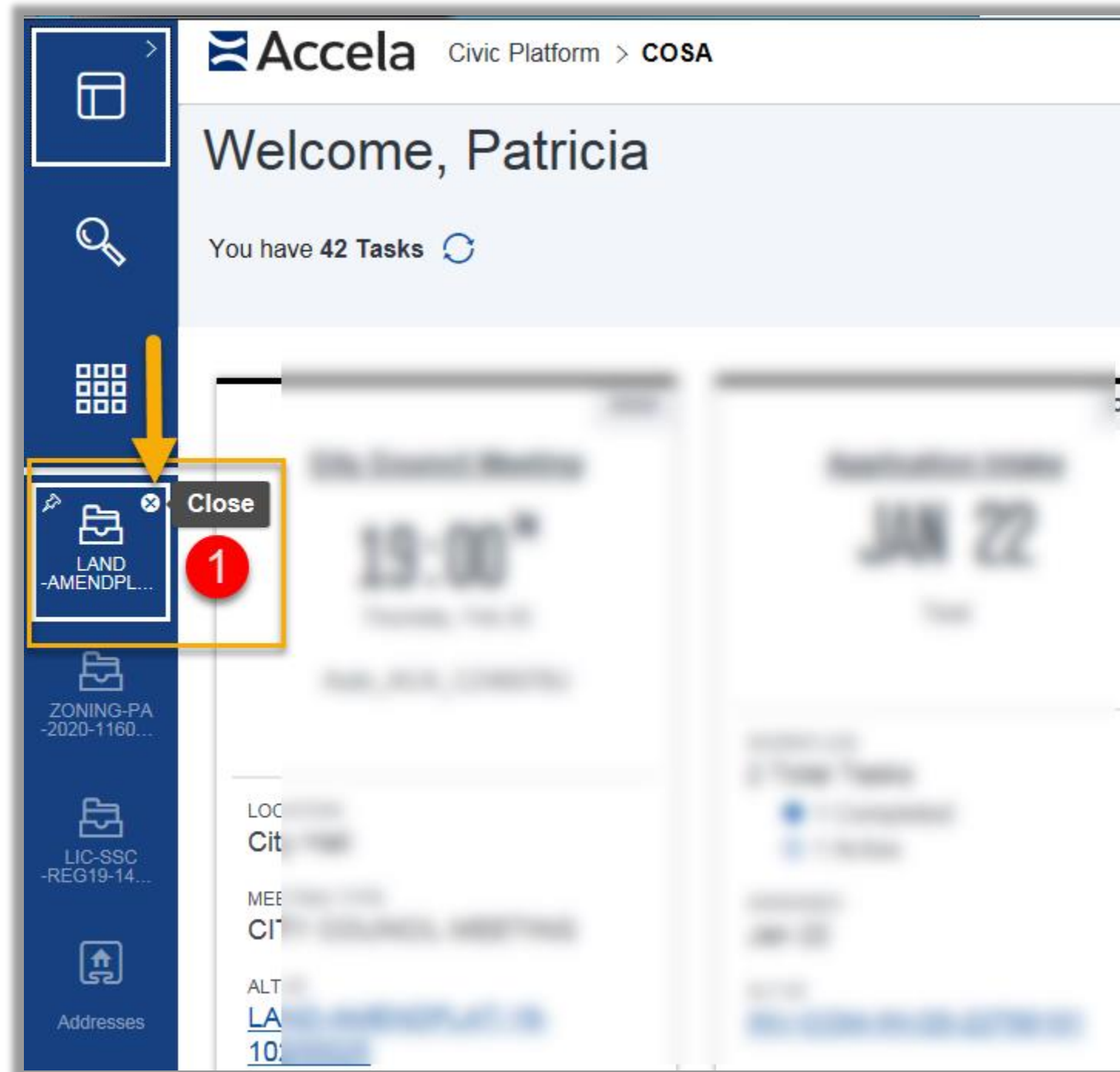
- **The Main Menu is the long, blue-colored bar displaying on the left hand side of your desktop (#1 shown).**
 - **Remains stationary, regardless of the page you are on.**
 - **Holds up to 20 pages and will prompt you when it is time to close the pages manually.**



Click More (#1 shown) to see additional opened pages. BuildSA displays the number of open spaces (#2 shown).

The screenshot shows the Accela Civic Platform interface for COSA. At the top, there is a navigation bar with the Accela logo and the text "Civic Platform > COSA". Below this, a blue application message banner is displayed, stating "Application Message" and "You have reached the limit of 20 open spaces." A red circle with the number "1" is placed over the message. To the right of the message is a search bar with the word "SEARCH" in light blue. Below the message, there are three tabs: "Records (58)", "Locations (0)", and "License Professionals (5)". The "License Professionals (5)" tab is selected. Below the tabs, the search results for "b83" are shown, with 64 results. The results are displayed in a table with columns for "STATE LICENSE #", "LICENSE TYPE", and "LICENSE EXPIRES ON". The first row shows "LPG-19-4440", "State Liquid Propane Gas Contractor", and "11/02/2019". On the right side of the interface, there is a "PR" dropdown menu and a "Showing 1-5 of 5" indicator.

BuildSA displays an Application Message (#1 shown) when a limit of 20 open spaces (pages) is reached.



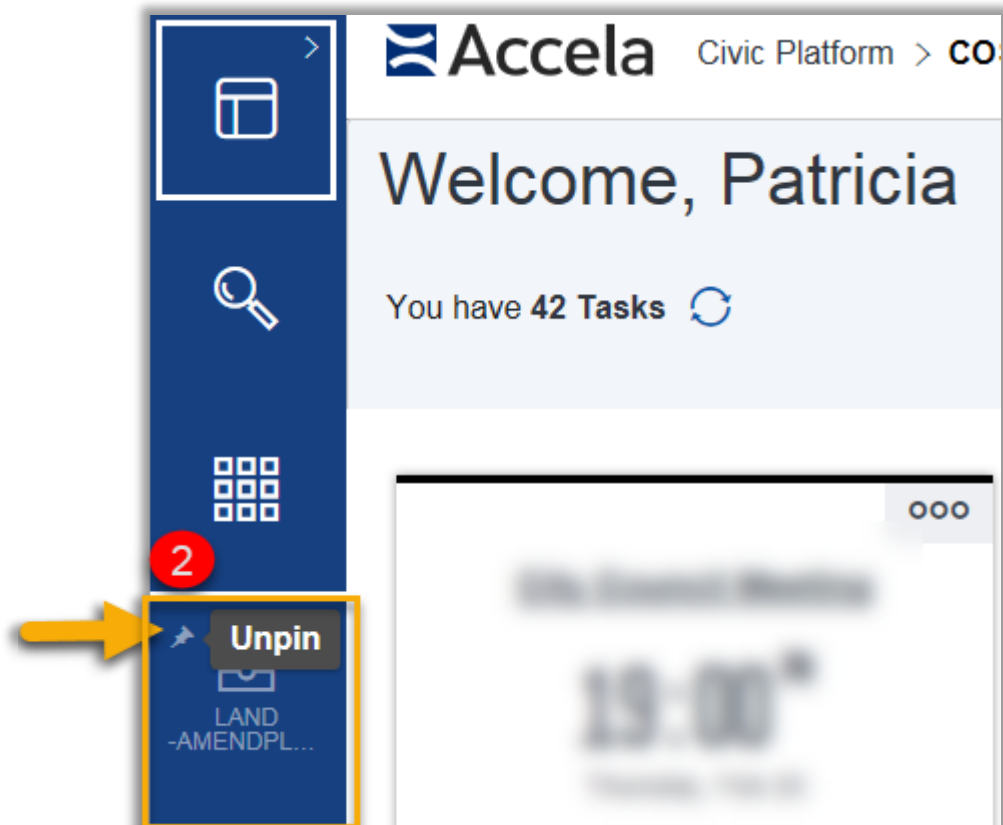
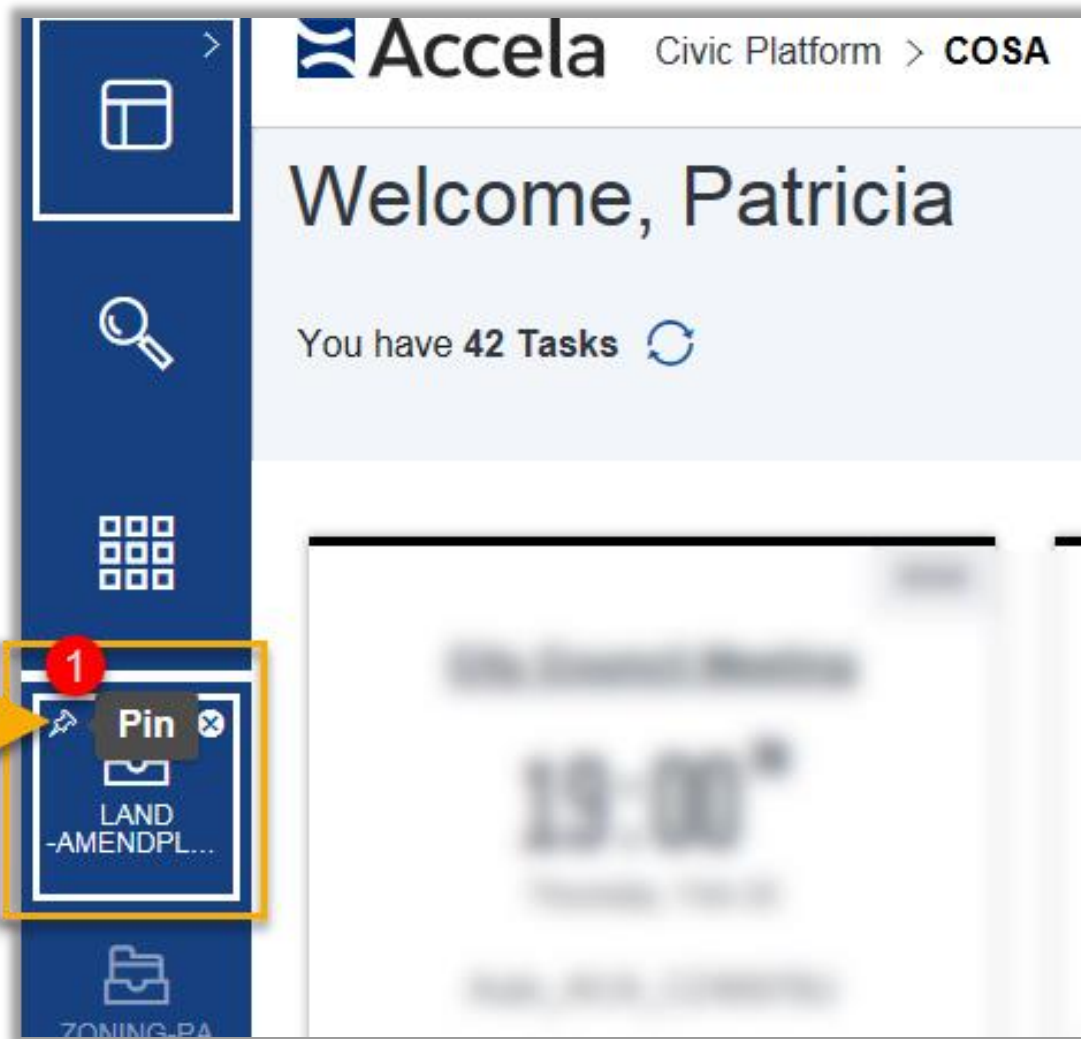
Manually click the 'x' Close icon (#1 shown) on opened pages to allow for more room on the Main Menu.

Pinning Spaces (Pages)

Pinning a page keeps the page handy on the Main Menu for your quick access. To pin a page to your Main Menu:

1. From the Main Menu bar, click the pin icon (#1 shown).

- The page will remain pinned on the Main Menu until the user clicks on the pin icon once more to Unpin the page (#2 shown). Unpinning removes the page from the Main Menu.**



Congratulations!

This concludes Module Four

Main Menu Bar

It is time to test your recall.....

TEST YOUR RECALL

1. Pinned spaces enable you to access pages quickly. ____True ____False
2. The Main Menu is the principal tool for accessing the Dashboard Toggle, Global Search and the Launch Pad. ____True ____False
3. Pinned spaces stay pinned and display each time the user logs in to the system until they are manually unpinned. ____True ____False
4. When you select any page using the Launch Pad, it opens in a new space on the Main Menu Bar. The system keeps 20 pages open. ____True ____False

Answers on the next slide...



1. True

2. True

3. True

4. True

Time to begin
the next
module...

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