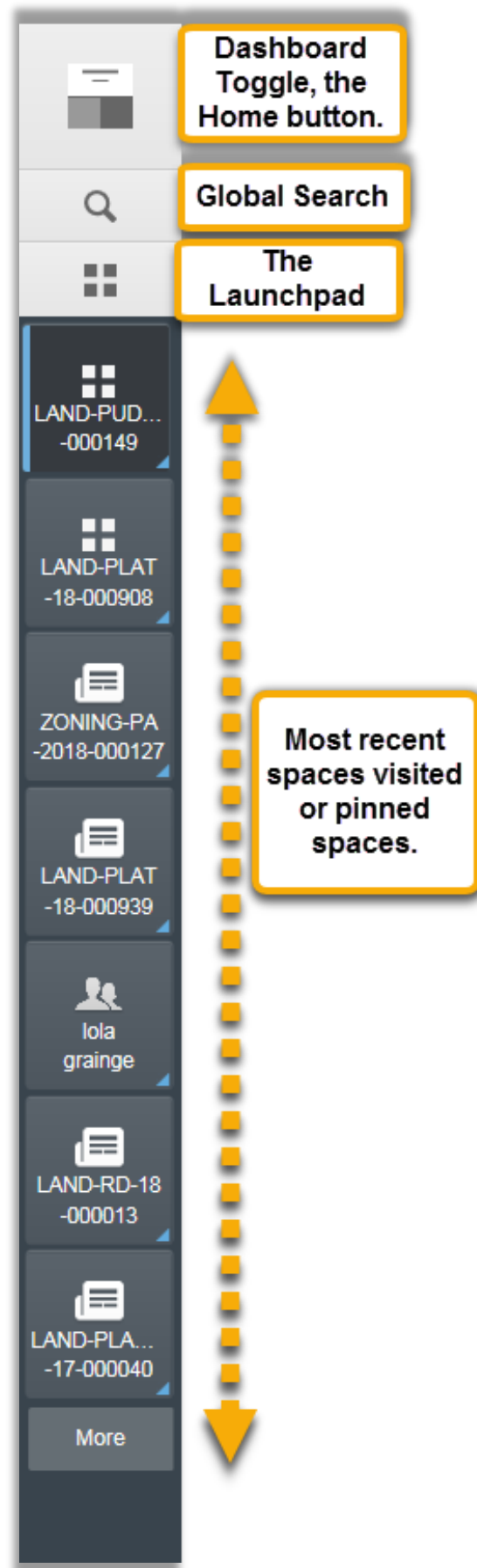




***On-line Tutorial Series***

***Module Four***

***Main Menu Bar***



- ***The Main Menu bar is your access to the Dashboard Toggle, Global Search, the Launchpad, Pinned spaces and recent spaces visited.***
- ***Main Menu bar holds 20 spaces. After 20 spaces, BuildSA alerts user to begin closing spaces.***

COSA | Civic Platform

Record

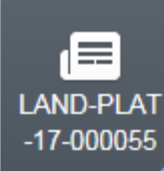
Menu Search New Create By Form Create From Model Delete

Showing 1-8 of 80+

<input type="checkbox"/>	ID	Record Type	Project Name
<input type="checkbox"/>	<a href="#">LAND-PLAT-18-000146</a>	Major Plat	
<input type="checkbox"/>	<a href="#">18TMP-000704</a>	Major Plat	Propose Use Fees
<input type="checkbox"/>	<a href="#">18EST-00000-00722</a>	Major Plat	Name 02
<input type="checkbox"/>	<a href="#">LAND-PLAT-18-000130</a>	Minor Plat	name 01
<input type="checkbox"/>	<a href="#">LAND-PLAT-18-000131</a>	Major Plat	

Page 1 of 10

7 open spaces

 LAND-PLAT -17-000055

ZONING-PA -2018-000012

patricia rosas

ZONING-ZV -2018-000030

More

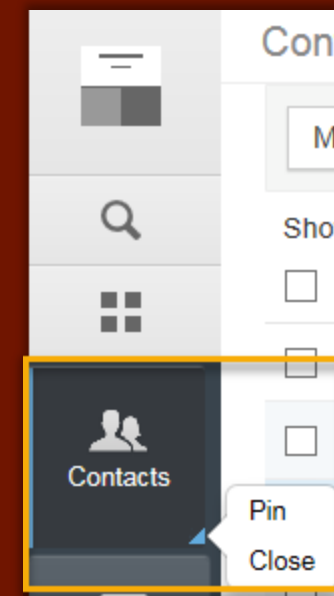
**Click the *More* tab to see number of available spaces.**

# PINNING SPACES

To avoid searching for pages, simply *pin* the page to the Main Menu bar. A pinned page remains on the user's Main Menu Bar until it is unpinned.

Here's how:

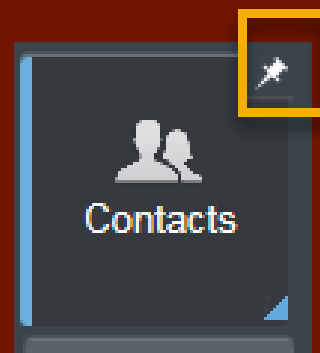
1. Current pages display on the Main Menu bar. In this example **Contacts** is a current page.



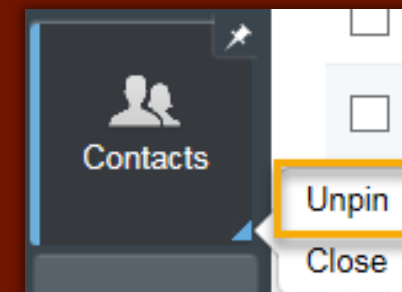
2. Left-click the Space Options button (blue triangular shape) on the **Contacts** page (shown). Click *Pin* to keep the page on the Main Menu bar.

# PINNED SPACES

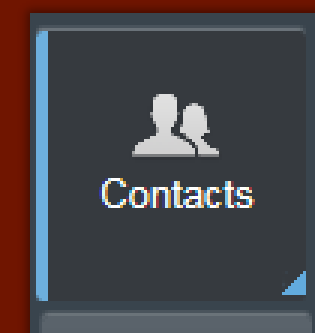
3. Note the pin in the upper right-hand corner. The page is now *pinned* to the user's Home Page and displays each time BuildSA is opened.



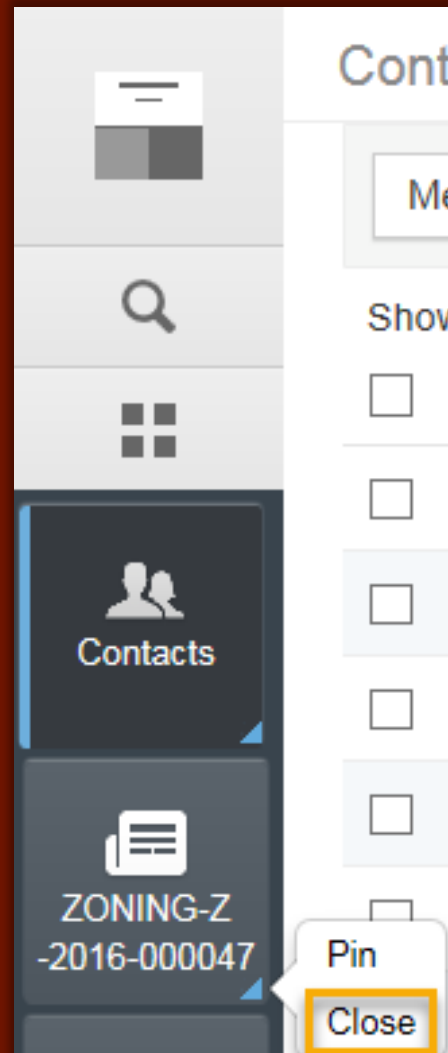
4. To unpin a page, simply click on the Space Options button and click *Unpin* or click the Pin itself.



5. The pin disappears. The space is unpinned.



# PINNED SPACES



**Click Close to close the space and remove it from the Main Menu bar.**

***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 Launchpad.  True  False
3. Pinned spaces stay pinned for 1 week.  True  False
4. When you select any page using the Launchpad, it opens in a new space on the Main Menu Bar.  True  False

***Answers on the next slide...***





1. True
2. True
3. False
4. True

Time to begin  
the next  
module...

## **Organization Change Management Team Contact Information**

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