





To easily navigate the system, it is helpful to understand the basic terminology and the frequently used icons.

**Site Navigation** 

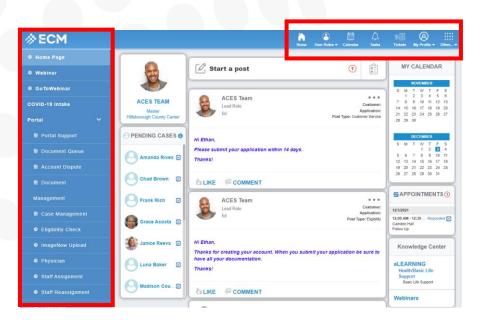
Pop-Over Menu Bar

Icons

## **Basic Terminology:**

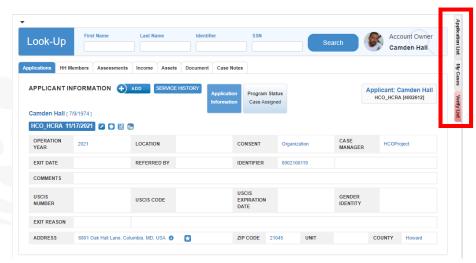
## **Site Navigation**

- The tool bar menu is located at the top. The tool bar menu contains quick access to the Home Page, Calendar, profile management, and other tools.
- The navigation tree is located on the left side. The navigation tree contains page names. Within each page, there may be additional tabs or sections.



## Pop-Over Menu Bar

- Pop over menu bar contains slide overs that provide quick access to accounts, cases, and applications.
- Slide overs may also contain essential information to search, verify, and manage cases, as well as access easy communication with clients.





## **Icons**

- Used to create, edit, and delete.
  - Add button
  - o Edit pencil or edit button



o Delete or remove button

