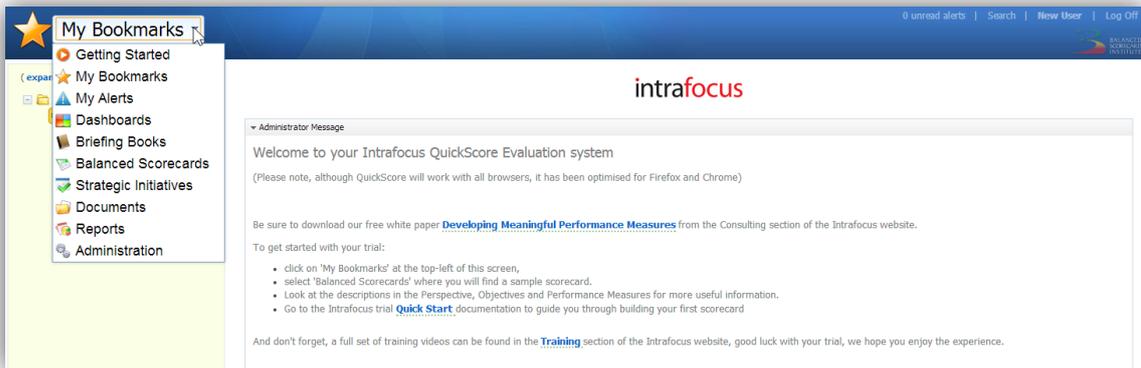
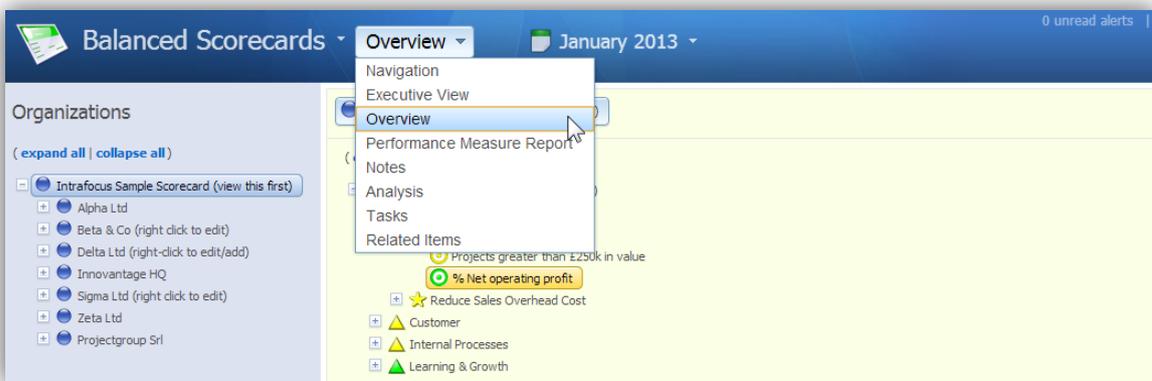


## Navigation and Menus

**Primary Menu:** To navigate around the system use the main navigation drop-down menu which can be found to the top left of every screen. All major modules can be reached through this menu:



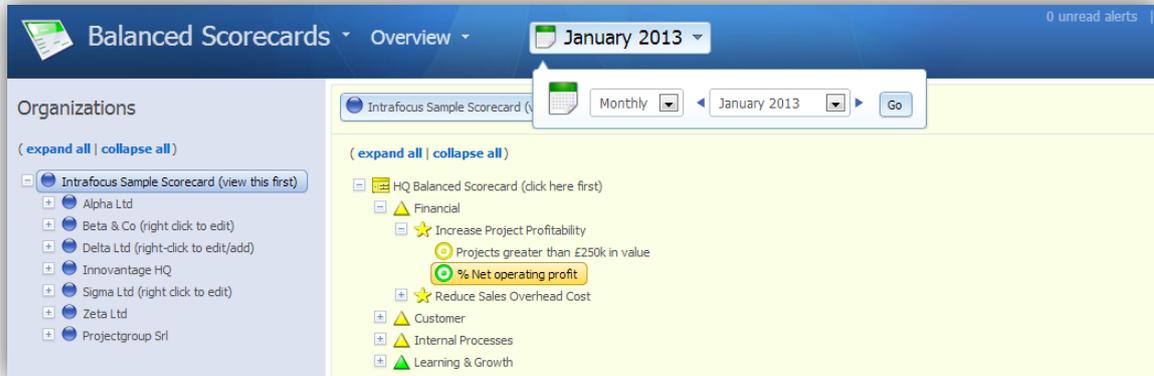
**Sub Menu:** Some of the menu items have sub-menus, for example Balanced Scorecards:



The default view for the sub-menu is Overview which provides an overview and detail of the item you are looking at as well as the opportunity to add metric data, create notes, add related items and view historical information.

Experiment with the other views to see how you can look at the data within the system, assuming you have added data to the system. If you have not, the take a look at our Live Preview which can be found here: [Live Preview](#).

**Date Menu:** To the right of the main menu and sub-menu you will find the Date menu (available in most views). Data can be viewed according to the calendars set during set-up. The default calendars are Monthly, Quarterly and Yearly. You can set up any date structure you wish. (to see how, go to the Administration > Calendars section of this tutorial). Once set, you can view using your calendar as shown below:



**Additional Menus:** to the top right of the screen you will notice there are three further menu items. The Alerts notice which will tell you how many alerts you have and take you directly to the alerts inbox. The Search box which allows you to search the entire system using any search string and the logoff button allowing you to log out of the system:

