# I\_SITE GUIDE // GENERAL // NAVIGATING I\_SITE

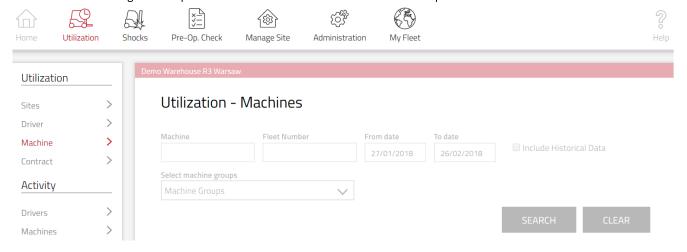
# NAVIGATING I\_SITE TOP NAVIGATION BAR

Top navigation bar is the main means of moving around I\_SITE and accessing various features and reports. The picture below shows the most advanced view with all features and roles enabled. Clicking on the icon will load the default report or function in a given module and load a side bar which shows all reports and features available in the module.



### SIDE BAR

All modules have a sidebar with additional reports and functions that can be accessed. These are described in a section corresponding to each module. Clicking on the report / function name in the side bar will load the report / function window.



## **MAINTENANCE NOTICE**

Notifications of planned maintenance and other web service information are posted above the top navigation bar.



#### **HELP**

To access additional support materials, e-learning or to download smart access application and files click on help in the top right corner of the web portal.

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## **LOGOUT**

To logout click on the user name in the upper right corner of the web portal. It will expand a drop down menu. Click logout and close the browser window to end session.



# **TERMS OF USE**

To view the current terms of use click on the link in the bottom right corner of the web portal.

