



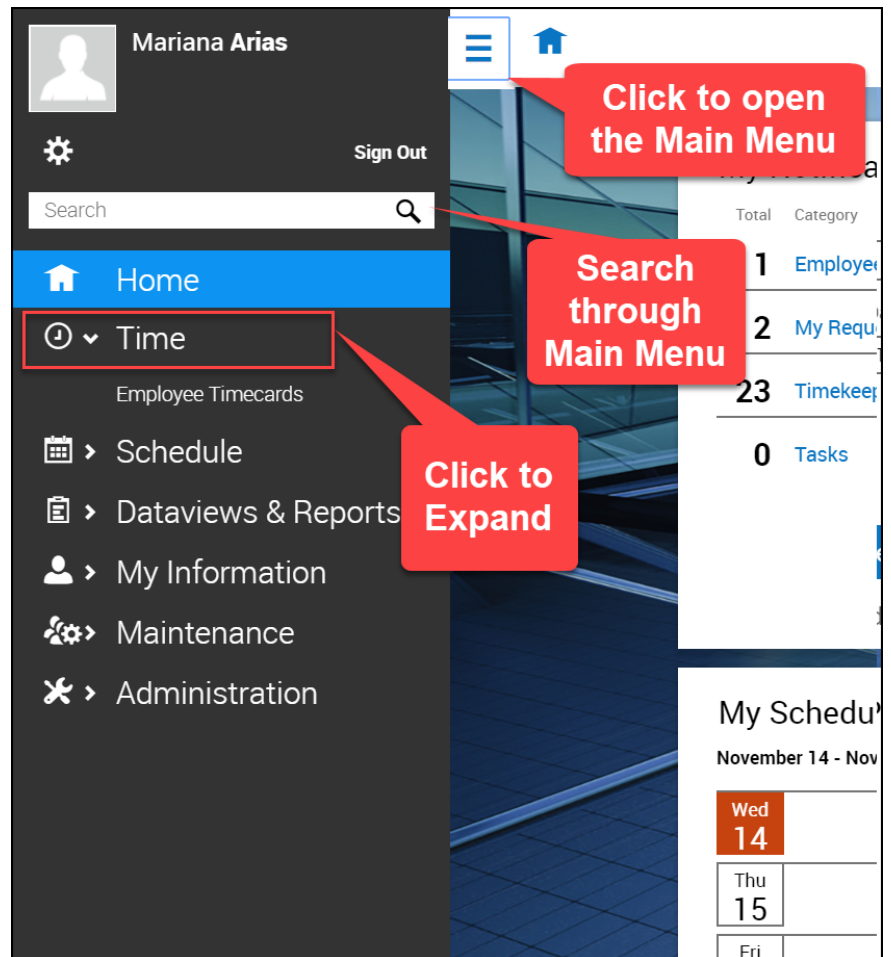
## Use the Main Menu

This job aid explains how to use the main menu to navigate to pages within the application.

### Main Menu Overview:

When you log on to the system, the Main Menu displays along the left side of the screen. The components that you can access are listed in this menu and are organized in the following categories. Only categories and links that you have access to are listed.

- **Home** — Displays your tiles.
- **Time** — Links to manager components such as Employee Timecards, Leave Cases, and more.
- **Schedule** — Links to manager scheduling components, such as Workload Planner, Current Schedule, and Future Schedule.
- **Dataviews & Reports** — Links to your Dataview Library, Report Library, and Group Edit Results.
- **My Information** — Links to your personal timecard.
- **Maintenance** — Links to administrator components such as People Information, Integrations, Transaction Assistant, and Transactional Audits.
- **Administration** — Links to configuration components including Application Setup, Setup Data Transfer, and Devices.



The screenshot shows the user interface for Mariana Arias. The main menu is visible on the left side, listing categories: Home, Time (with a dropdown arrow), Schedule, Dataviews & Reports, My Information, Maintenance, and Administration. A search bar is located at the top of the menu. Three red callout boxes provide instructions: 'Click to open the Main Menu' points to the menu icon, 'Search through Main Menu' points to the search bar, and 'Click to Expand' points to the 'Time' category.

### Access & Search the Main Menu:

1. To access the Main Menu components in the suite, click **Main Menu**.
2. In the Search box, enter the term to search and click **Search**.
3. To clear the search box, click **X**.