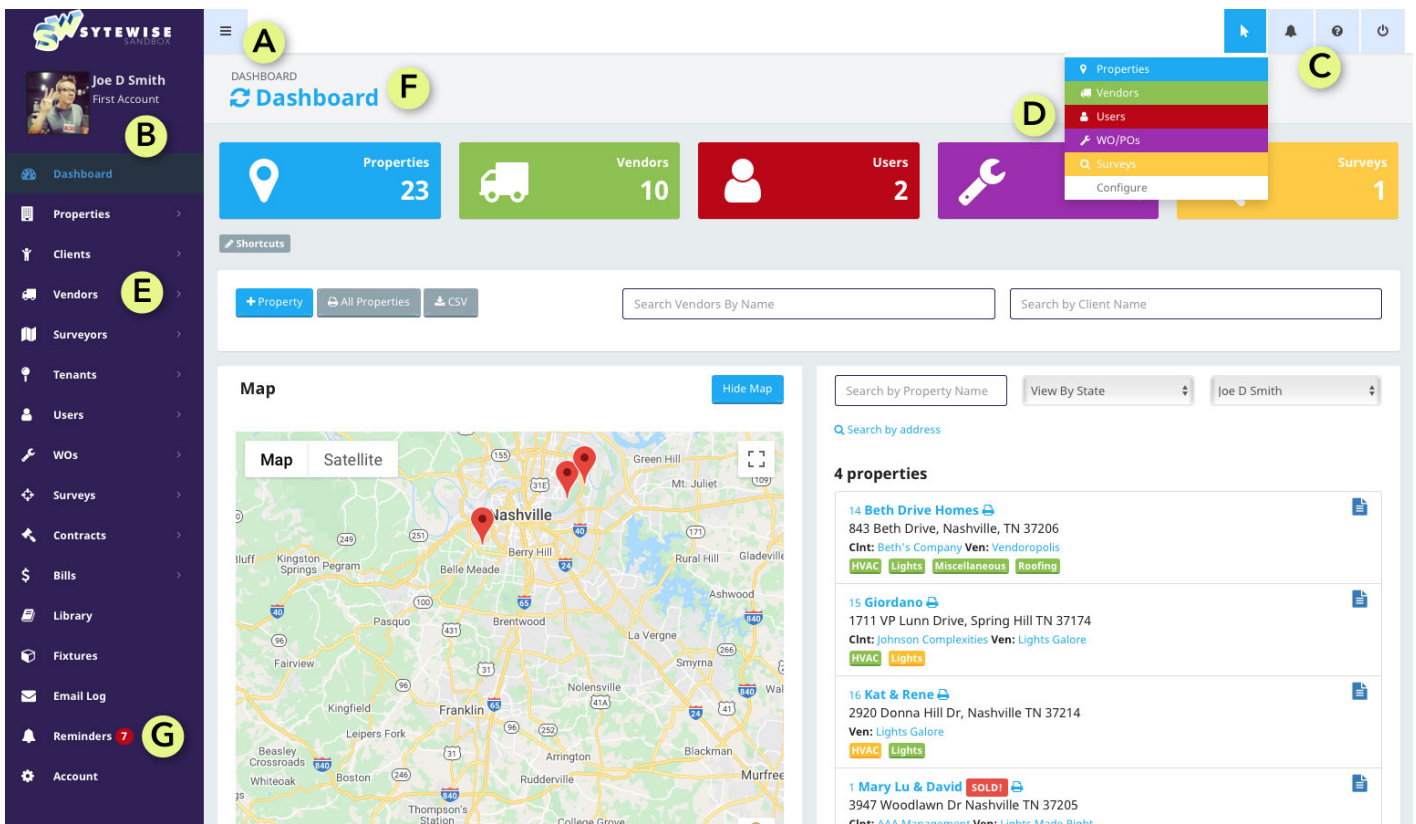


Sytwise User Interface



Once you are logged in the Sytwise interface will have the following components always available to you.

A. Menu Collapse

Click this "hamburger" icon to the right of the Sytwise Logo to collapse the main menu bar to the left. This is convenient when you need more screen real estate in the main window area.

B. Account Block

At the top of the main menu bar on the left is your account block. This area contains the Photo you uploaded for your user profile (the username and password you logged in with). Clicking the Username or the Photo takes you to your user profile page. If you have super user privileges you can click the Account name under the user's name to go to the account settings.

C. Quick Tools Navigation

At the upper right of the top of every page you will find a series of 4 icons. These are quick links to useful tools in the Sytwise system.

- **Shortcuts Arrow:** Clicking this opens a dropdown with quick links to the shortcuts
- **Reminder Bell:** This drops down the reminder tool. Reminders are one-time or recurring events that remind you on a particular day to do something in Sytewise. Reminders can be attached to many of the items within Sytewise. Just go to that page and start making a reminder.
- **Help Icon:** Clicking this question mark icon takes you to the Sytewise help site. (this site)
- **Logout Icon:** Clicking this icon will log you out of Sytewise. You are automatically logged out after an hour.

D. Shortcuts

You can set shortcuts for yourself in your user profile. They are in the shortcut quick tools dropdown and are shown on your dashboard (as seen in the image above).

E. Main Menu Navigation

On the left of the screen in the dark band is the Main Menu. Here are links to every section within the system and their details. Some links have more detail pages in them and require one click to reveal those detail pages. Properties > New Property, Properties > Property Search for example.

F. Page Header

Each page has a header with a breadcrumb for knowing the context of your current page, a page title and a refresh icon. You can click any of the upward links in the breadcrumb to go back to that page. The refresh Icon is helpful if you need to start your entries.

G. Reminders Indicator

Next to the Reminders Main Menu item there will occur a number in a red circle. This is the un-attended-to reminders number. If this number appears (it will not if there are zero reminders to attend), you can click "Reminders" in the Main Menu to see what is in your reminders queue.

Revision #3

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