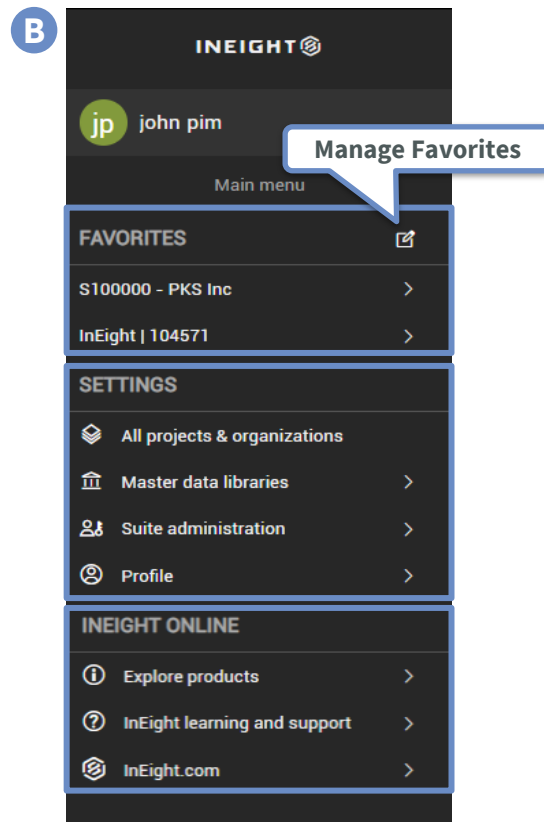


QUICK GUIDE

GENERAL NAVIGATION



NAVIGATION AND MENUS

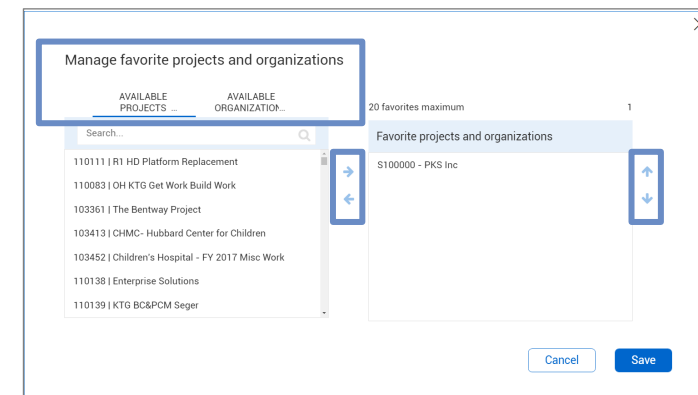


- A. The **Main menu** provides access to projects and organizations, and to all InEight applications. The **Home** returns to user landing page.
- B. The **Main menu** is separated into three primary sections: **Favorites**, **Settings**, and **InEight Online**. The menu dynamically changes based on a selected project or organization, permissions, and InEight application.
- C. The **View menu** is a collection of tiles with widgets organized on the page. The **Edit Widget** allows you to modify or create view based on available application widgets. The **Projects Filter** filters a set of projects in the view. The **Show Information** displays summary details for any project in the list.
- D. The **Help** provides tutorials and other help content. The **Notifications** shows reports when an action is needed, Changes made, or other activities. The **User Profile** access to general settings and user specific details such as roles and preferences. The **Sign out** signs out the account from InEight Core Platform. The **Applications** is an alternate access to InEight applications, project and organization settings.

MANAGE FAVORITES

In the **Main menu** you can make favorites of most frequently accessed **projects and organizations** (20 max).

1. Select the **Manage favorites icon** at the top of the **Favorites** section to add favorites.









2. Use **Left and Right Arrows** to add/remove projects and organizations from the list. Use **Up and Down Arrows** to change the Favorites list order.

QUICK GUIDE



GENERAL NAVIGATION



ACCESS PROJECTS AND ORGANIZATIONS

1. To access organizational breakdown structure (OBS) and the available projects within, under **Settings** from the **Main Menu**  click the  **All projects & organizations**.
2. To add a **new project**, click the **Add icon** , and to edit a project, click the **Edit icon** .
3. Select the **Project name** or use the **search function**  to find a specific project. Select the project and click the **Show information details icon**  to view details.

ACCESS SUITE ADMINISTRATION

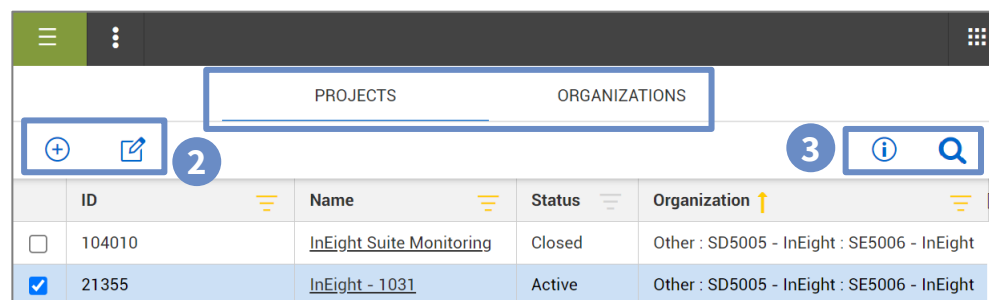
To access user information, under **Settings** from the **Main Menu** , click the  **Suite administration**.

Suite administration can be accessed if you have view permissions for any of the administration areas such as **User management** or **Roles and permissions** at the account level in your environment.

SUITE ADMINISTRATION



- User management
- Roles and permissions
- Application integrations
- Custom labels
- Import history
- File storage
- Configure notifications
- Audit logs

4. This process also applies to the **Organization** tab.



	ID	Name	Status	Organization
<input type="checkbox"/>	104010	InEight Suite Monitoring	Closed	Other : SD5005 - InEight : SE5006 - InEight
<input checked="" type="checkbox"/>	21355	InEight - 1031	Active	Other : SD5005 - InEight : SE5006 - InEight

ACCESS MASTER DATA LIBRARIES

To access user information, under **Settings** from the **Main Menu** , click the  **Master data libraries**.

Master data libraries can be accessed if you have view permissions for any of the entities at the account level of your environment.

MASTER DATA LIBRARIES

- Account codes
- Attributes
- Contacts
- Cost categories
- Cost centers
- Currencies
- Disciplines and commodities
- Field attributes
- General ledger accounts
- Incoterms
- Operational resources
- Payment terms