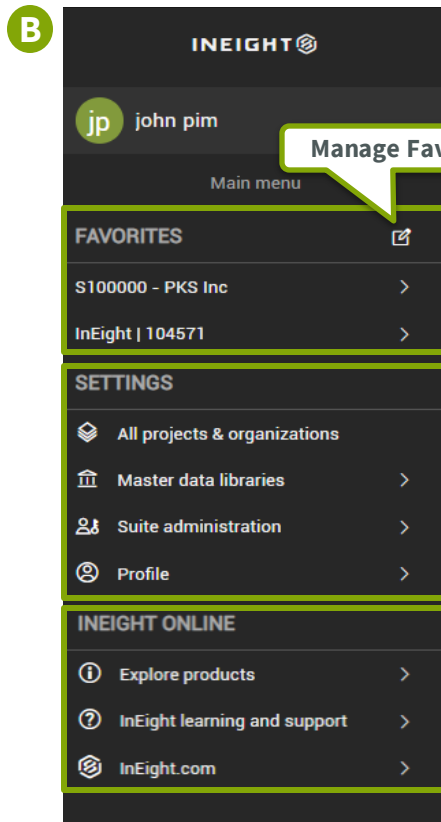


QUICK GUIDE

GENERAL NAVIGATION



NAVIGATION AND MENUS

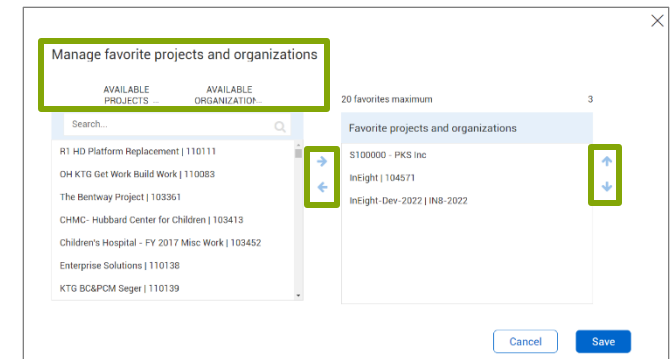


- A. The **Main menu** provides navigation to projects and organizations, and access to all InEight applications. The **Home** returns to user landing page.
- B. The **Main menu** is separated into three primary sections: **Favorites**, **Settings**, and **InEight Online**. The menu dynamically changes 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.

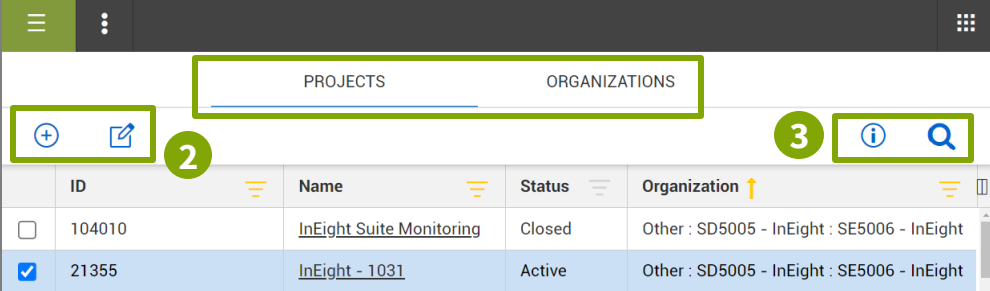
QUICK GUIDE

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

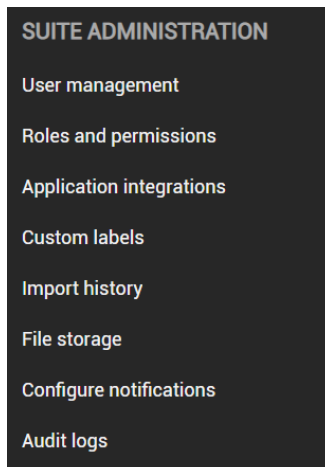


	ID	Name	Status	Organization
<input type="checkbox"/>	104010	InEight Suite Monitoring	Closed	Other : SD5005 - InEight : SE5006 - InEight
<input checked="" type="checkbox"/>	21355	InEight - 1031	Active	Other : SD5005 - InEight : SE5006 - InEight

ACCESS 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.

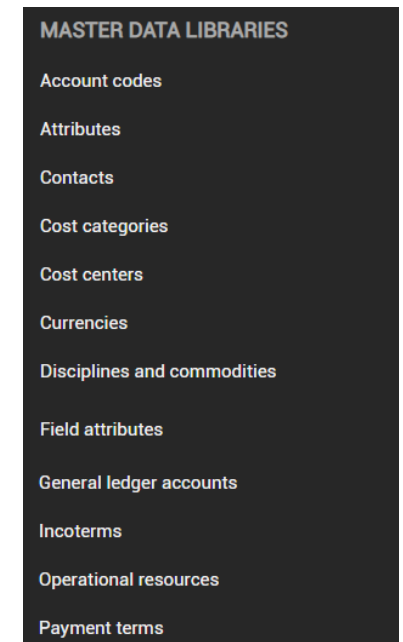


SUITE ADMINISTRATION
User management
Roles and permissions
Application integrations
Custom labels
Import history
File storage
Configure notifications
Audit logs

ACCESS MASTERDATA 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