Top Menu Interface Guide

Top Menu

This is a menu bar that contains icons for actions users can perform within the interface. Designed to be simple and intuitive, this section is supported by modal windows that open and close, allowing users to quickly view notifications without switching screens.

Right Menu Guide:





Announcements- This section displays all active announcements that users are authorized to view.



Notifications- New notifications received related to processes. The purpose of these notifications is informational only and does not require approval.



Approvals - Processes that have been sent to you for approval.



Messages - Messages sent within processes.

Left Menu Guide:



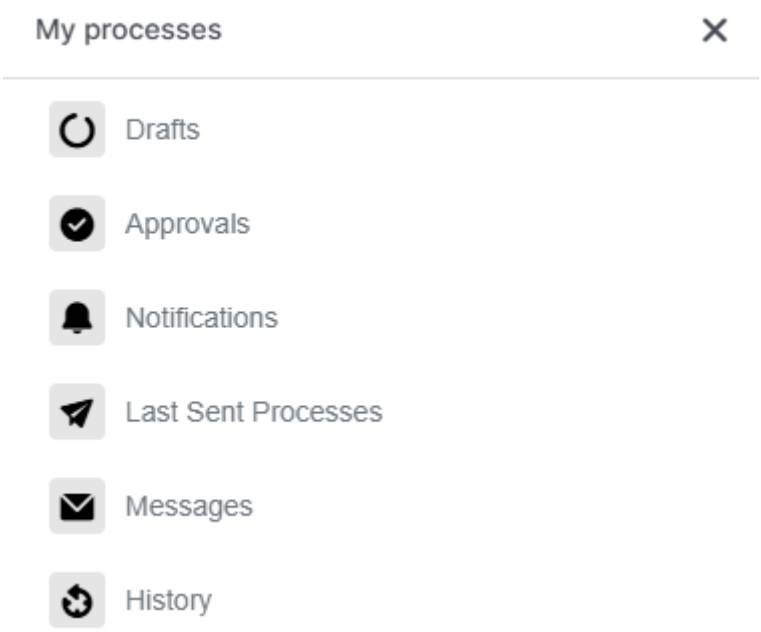
Using this button, the user can start a process, view the process history, and access reports.

Home Page - This button redirects the user to the home page.

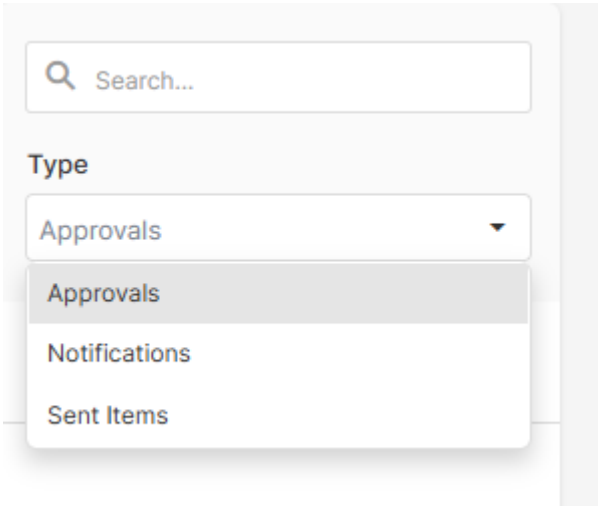
Start new Process:



My Processes:



- ***Drafts -*** *All unsent processes are stored here. Note: Processes are kept for one week and are automatically deleted after that.*
- ***Approvals -****Displays a list of processes approved in the last week.*
- ***Notifications -*** *The latest messages received related to processes.*
- ***Last Sent Processes-*** *A list of processes you have sent within the past week.*
- ***Messages -*** *A list of letters received in the past week related to processes.*
- ***History -*** *The history of all processes.*

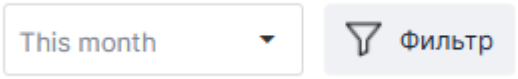


To search for a specific process:

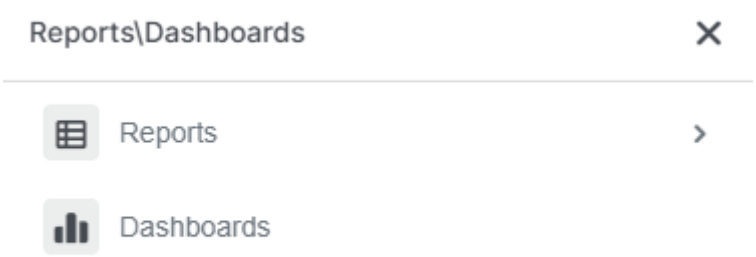
1) Select the process type.

- *Approval Processes: A list of all processes you have approved.*
- *Messages: A list of all messages received related to processes.*
- *Sent Processes: A list of all processes you have sent.*

2) Select the date range.



Есептер:



- **Reports** – Special reports created based on processes.
- **Dashboards** – Dashboard reports created based on processes.

Document Archive – Documents stored in the archive.

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