Overview of the Main Menu

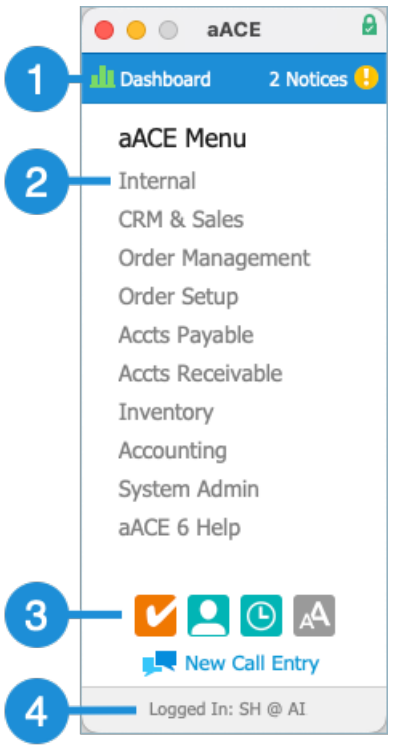
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This guide introduces the Main Menu. It is intended for general users.

The Main Menu is the central navigation tool in aACE. It appears when you first enter the system and remains on the screen until you logout.

If the Main Menu ever gets hidden behind other windows, you can bring it to the front by clicking the Home icon ( ) on any aACE module.

The numbered sections on the screenshot to the right are explained in more detail below.

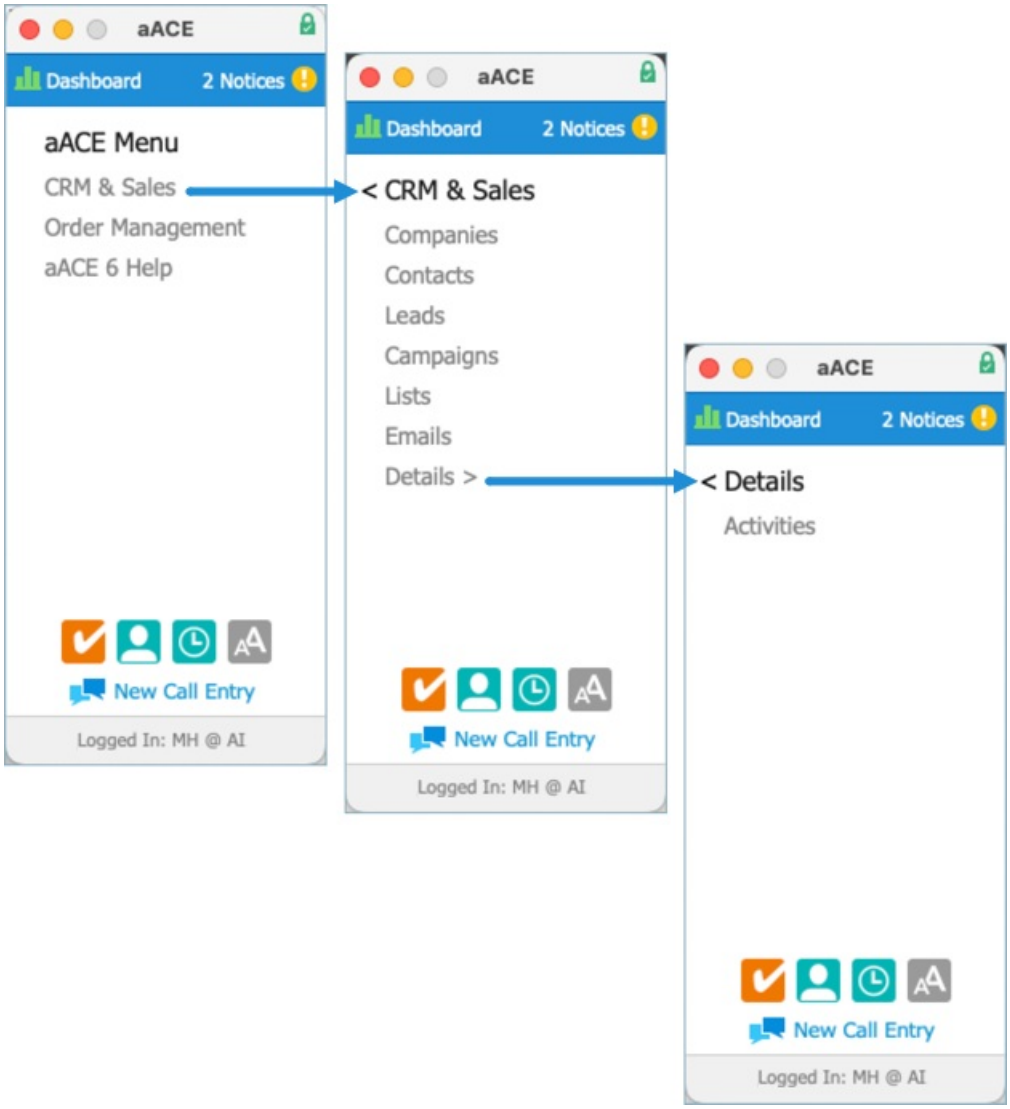


1. Header

The Dashboard link provides quick access to any key indicators your system administrator has configured. The Notices link displays the Notices module so you can easily review your internal notifications (https://aace6.knowledgeowl.com/help/working-with-notices).

2. Menu Options

The Main Menu provides multiple levels of navigation. For example, clicking the entry for CRM & Sales displays a sub-menu where you can access Companies, Contacts, Leads, and other modules. Menu links may also include a third level to access relevant details. Clicking the Back icon (<) returns you to the previous menu level. Menu options can vary between aACE systems and between user groups.



Linking to External Resources

aACE menu options can also be customized links (https://aace6.knowledgeowl.com/help/updating-the-main-menu) to resources outside aACE.

An example of this is the aACE 6 Help link. This link opens a new tab in your default web browser and displays the aACE 6 knowledge base. At this site, you can review guidelines, search for troubleshooting tips, and learn best practices.

3. Menu Icons

The following icons provide more options for using your aACE system effectively:

	Tasks	Displays the Task module list view showing tasks assigned to you
	Co-workers	Provides a list of team members from all groups, including phone and email contact information
	Time Clock	Displays the Time Clock popover where you can log your time against various assignments
	Zoom Preference	Allows you to toggle the aACE display magnification higher and lower
	New Call Entry	Shows a screen where you can enter data for orders, create tasks, or find other records to work on.

4. Footer

The footer link notes which user is currently logged in and which office assignment they are currently using. If the appropriate Team Member preferences (https://aace6.knowledgeowl.com/help/understanding-the-can-switch-offices-team-members-preference) are set, users can click this footer to switch which office they are viewing (https://aace6.knowledgeowl.com/help/switching-between-offices).