

Home Screen

Aptean Ltd
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When you log in to the system, the Home screen is the first page you will encounter. This shows the menu button.

The main menu is accessible from all screens from the Menu button and consists of the following default menu:

- Home - this option will display this page again.
- Tasks

- ◆ Loads
- ◆ Jobs
- ◆ Services
- ◆ Service Invoicing
- ◆ Upload
- ◆ Reports

- Maintenance

- ◆ Codes
- ◆ Vehicles
- ◆ Service Products
- ◆ Service Activities
- ◆ Vehicle Products
- ◆ Customers
- ◆ T&E Categories

- Administration

- ◆ Users
- ◆ User Access
- ◆ User Tracking
- ◆ Site
- ◆ Vehicle Check Responses
- ◆ Job Groups
- ◆ Import/Export Interface
- ◆ Import/Export Audit
- ◆ UDF Configuration
- ◆ Menu Options
- ◆ Terms

The menu always shows the system version and a Credits link at the bottom of the menu.

The items available on the Menu are configurable, so not every screen shown here may be accessible to you. Additionally, your system administrators may have changed the labels, sub-menus and sequence - this page shows the standard menu layout.

You can log out of the system using the *Log Out* option, available on the top right, where the user and site as per the log on is displayed. You will automatically be returned to the login page. **Note:** If you are inactive in the system for a long period of time, the system will automatically log you out - the next time you try to use the system, you will be returned to the login page.

You can select an option from the menu to be taken to that screen. If you click the icon to the right of the menu, the screen will open in a new tab in your browser, or a new browser window, depending on the settings of your chosen browser.

