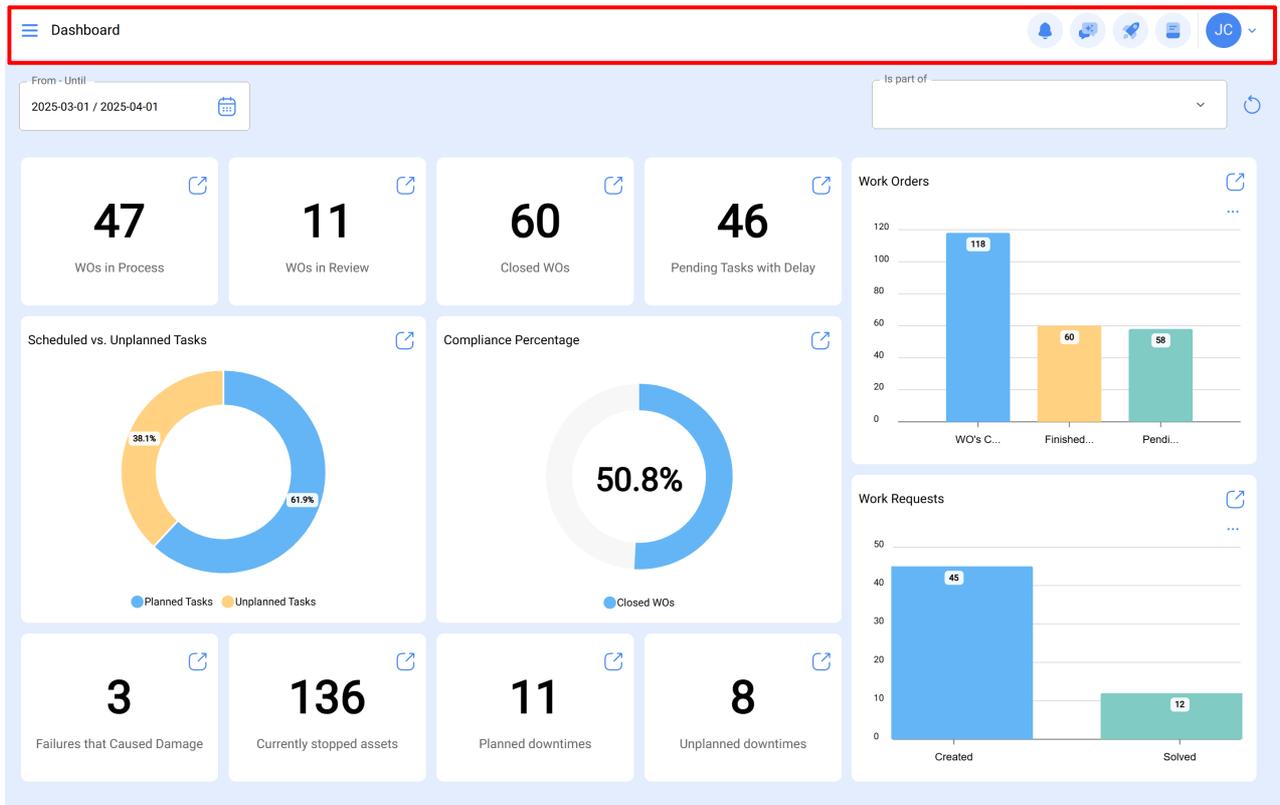


Main Header Bar

help.fractal.com/hc/en-us/articles/25065166219021-Main-Header-Bar



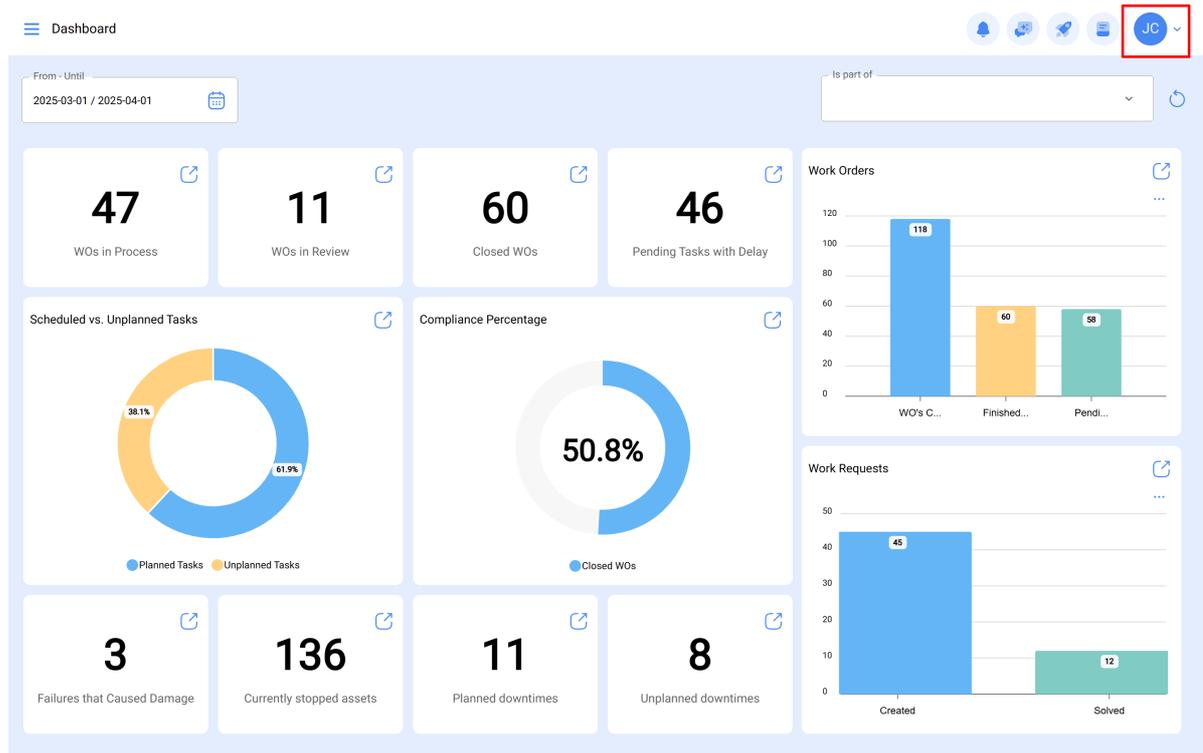
The main header bar is located at the top of the main screen where you will find the following options:

- **Main Menu**
- **Old version**
- **Tony Bot**
- **Guided Tour**
- **Super Search**
- **Fast Action**
- **Profile menu**

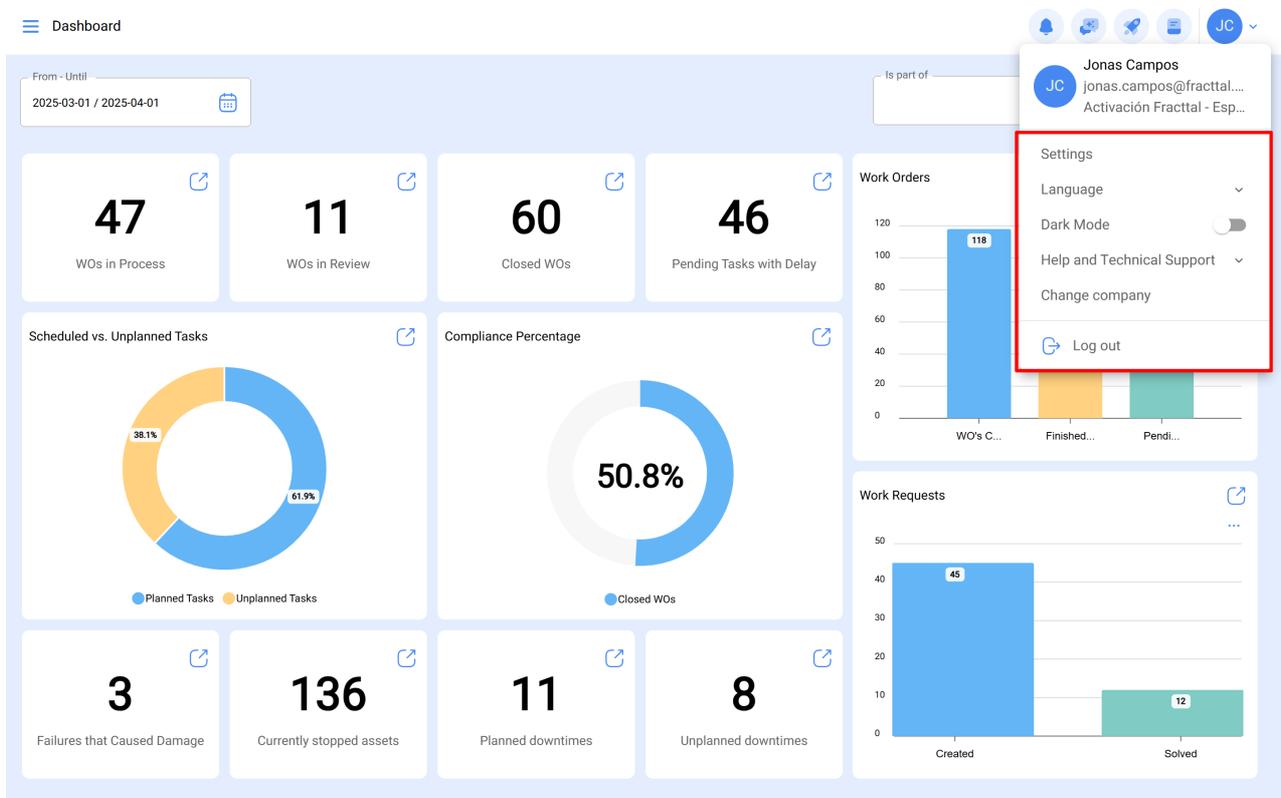
Profile Menu

In order to access to this menu:

1. Click on the “Profile” button with your name, located in the upper right corner.



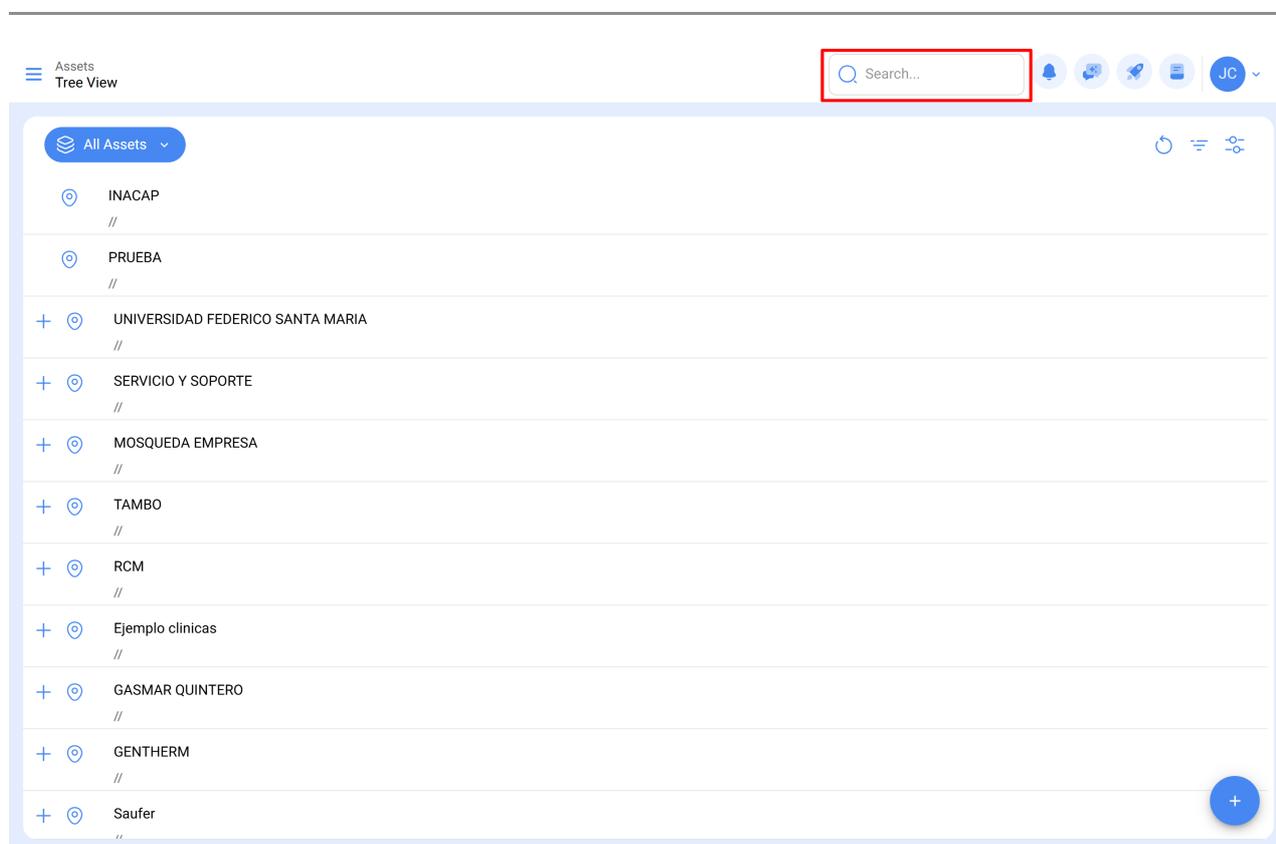
2. A dropdown menu with the available profile information will appear, with several other options:



- **View My profile:** This option allows a read-only view of the user's profile.
- **Settings:** Allows the access to the platform configuration module.

- **Whats's new.**
- **Language:** Allows the users to select their preferred language.
- **Dark Mode:** Allows the user to select the dark display mode.
- **Help and Technical Support:** Contains the links to the online chat platform, help portal, suggestions, Fractal Academy and provides access to technical support.
- **Change company:** This option is activated meaning an add-on. It allows a quick access to other (independent) Fractal databases maintaining the same e-mail access for the different accounts.
- **Log Out:** Allows the user to safely exit the platform, ending the session.

Super Search

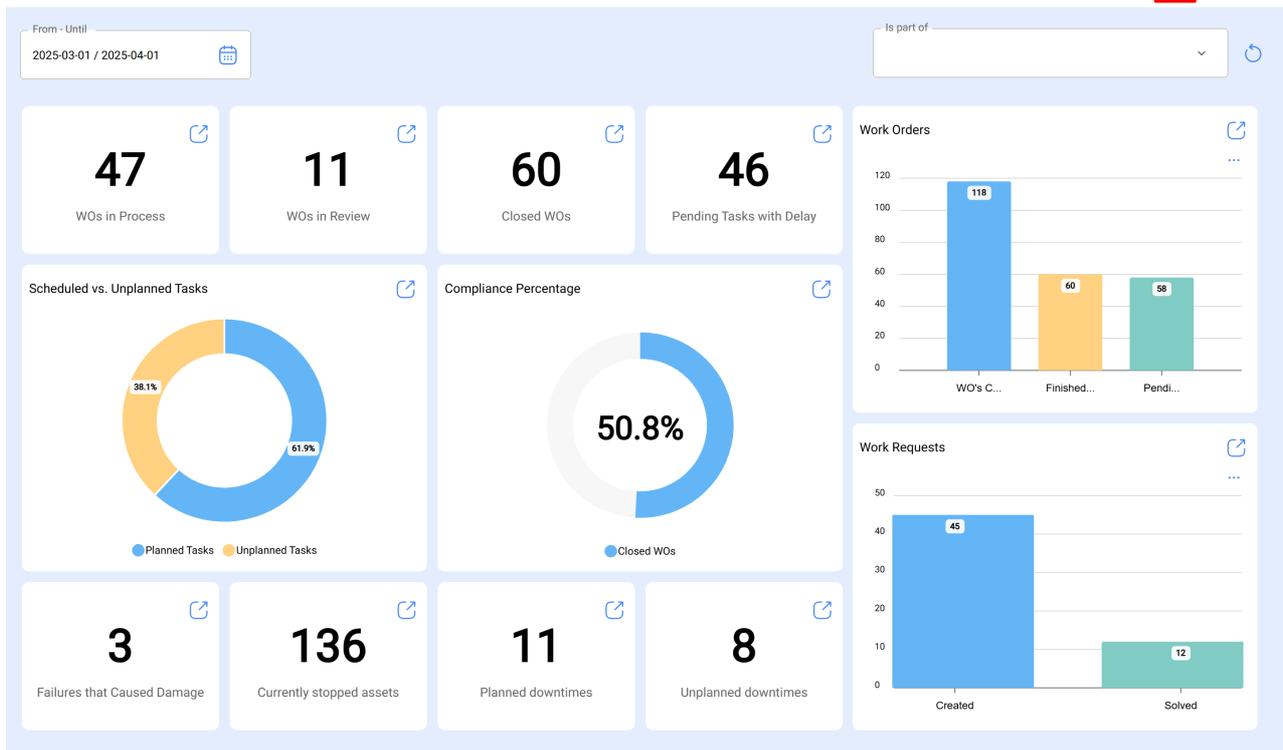


The **“Search”** function is an advanced search engine you can find in the upper right corner of the main bar. This feature allows to perform a general search on all the available fields of the assets in the module.

Note: This filter is not applicable on the dashboard, nor on the assets tree view window.

Introductory Tour

The **“Introductory Tour”** provides a brief overview of the main features of the module in question.



Quick Action Function

The **quick action** button is located at the top right corner of the main bar.

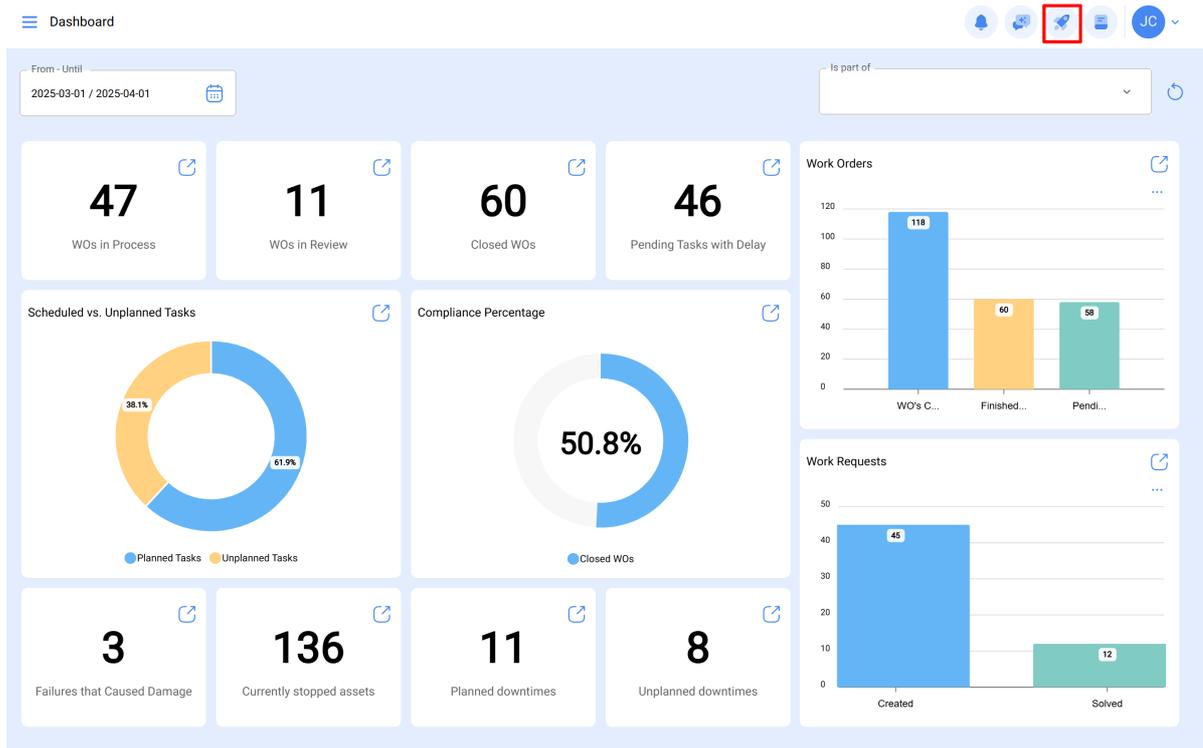
The quick action button allows the user to quickly “add” or “create” the following records:

- Facilities
- Equipment
- Unplanned Tasks
- Work Requests
- counters

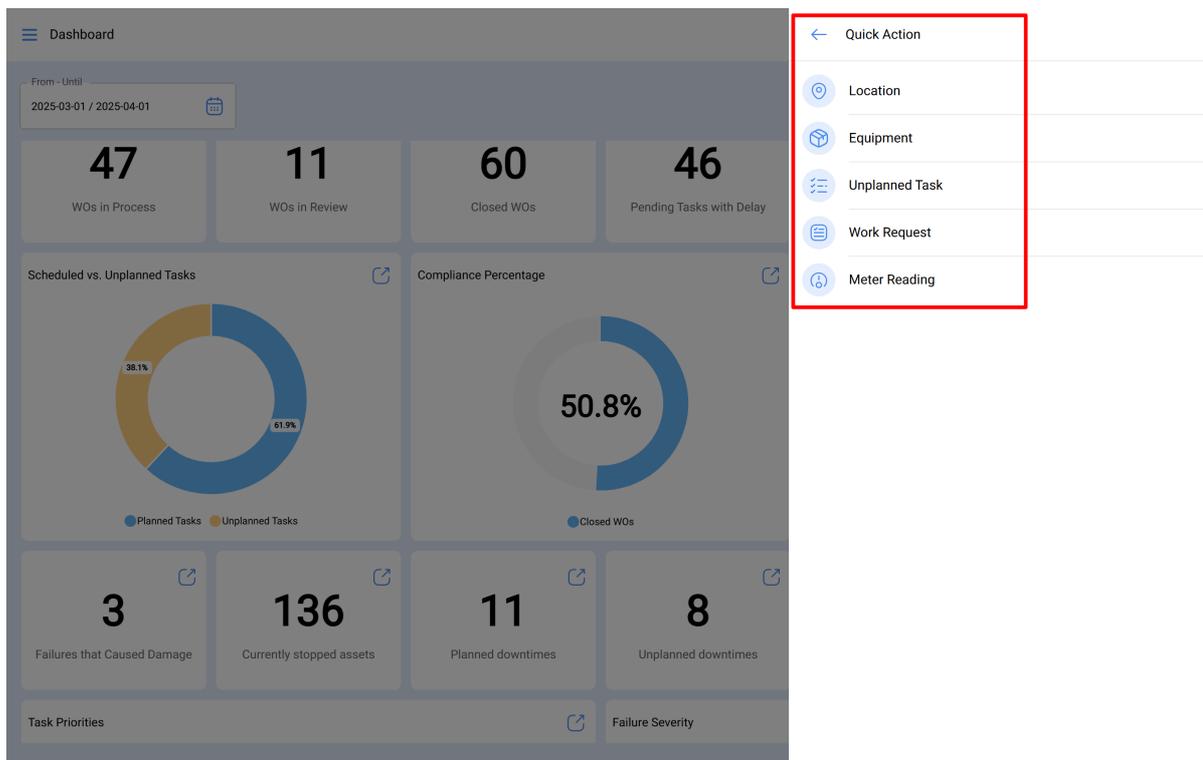
How to use the Quick Action function?

To add, do the following:

1. Click on the quick action button



2. A dropdown menu with the available quick action options will appear.



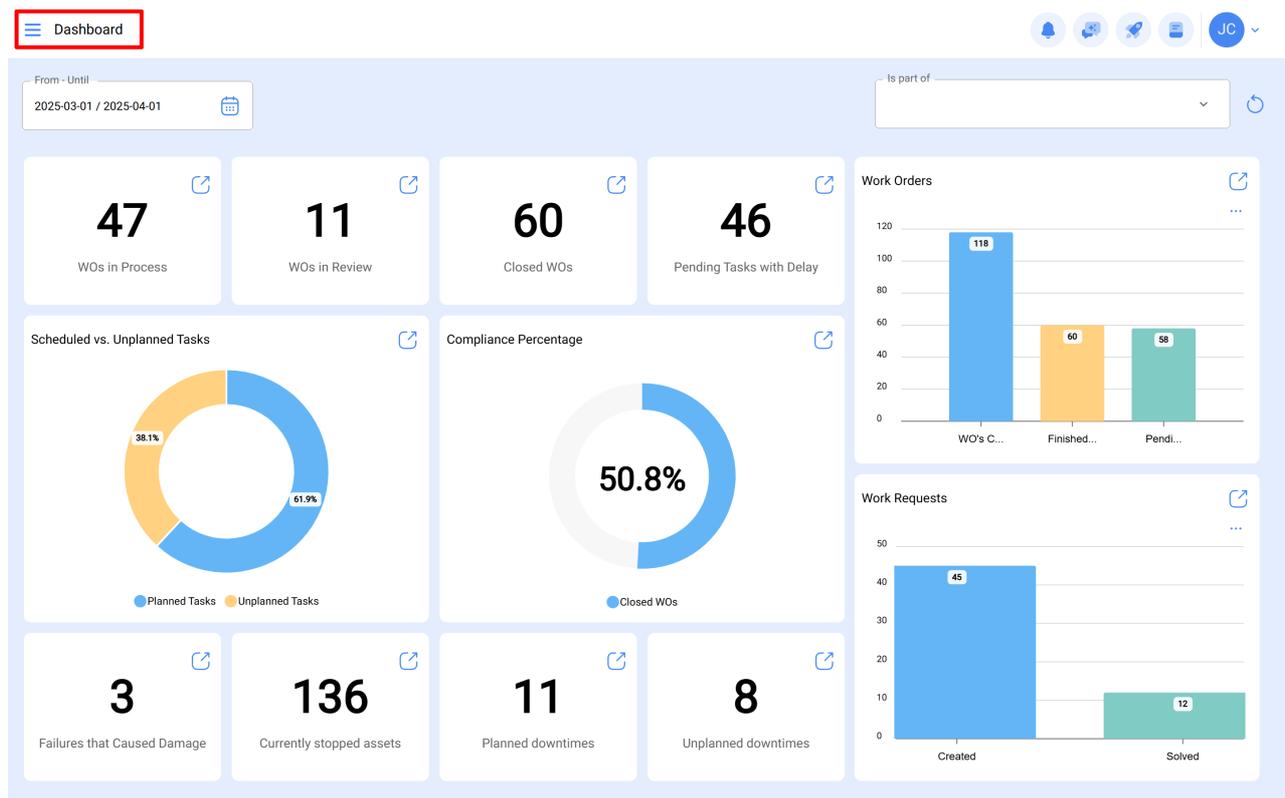
3. Select your preferred option, e.g.: "Facility"

4. The system will automatically redirect you to the corresponding module. E.g.: selecting the “Facility” quick option, the user will be redirected to the Assets window to create /add a new Facility.

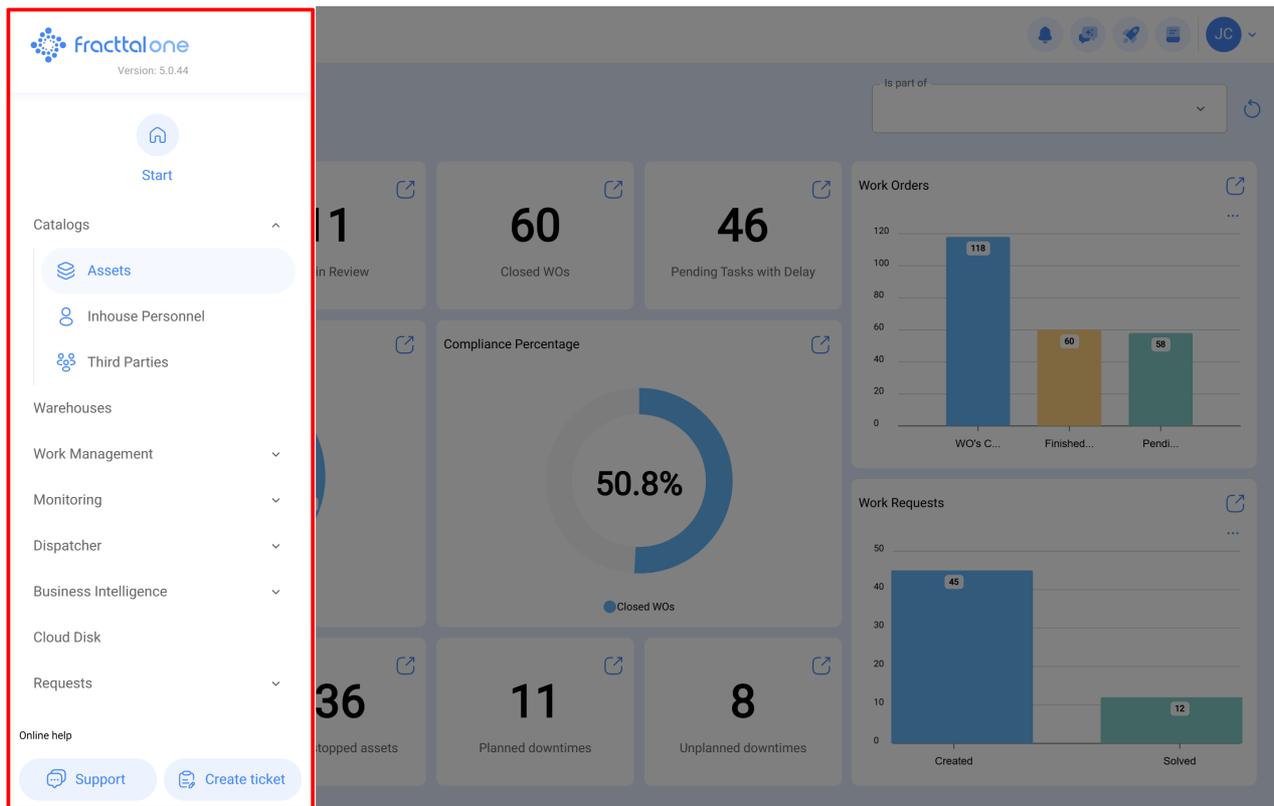
The screenshot shows the 'Assets Locations' form. The 'Name' field is highlighted with a red border and contains the error message: "Name is too short (the minimum is 2 characters)". The form also includes a QR code, a 'Location' dropdown, a 'Code' field, and various other input fields like Address, City, State, Country, Zip code, Priority, Latitude, Longitude, Type, Group 1, and Group 2. A map of South America is visible on the right side of the form.

Main Menu

To enter the main menu, click on the “Menu” button in the upper left corner of the main bar.



When clicked, the system will display a sidebar with the list of modules, the user profile information, the name of the company, the latest version of the platform and a direct link to the dashboard.



The following modules are available in the Main Menu:

- Catalogs
- Warehouses
- Work Management
- Monitoring
- Automator
- Business Intelligence
- Cloud Disk
- Requests