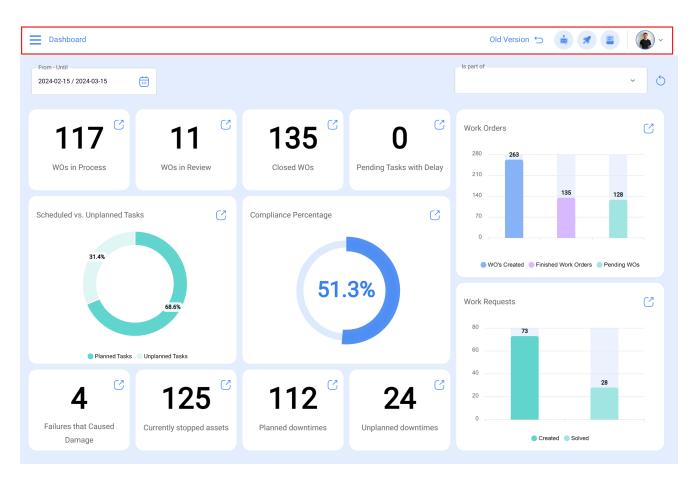
Main Header Bar



help2.fracttal.com/hc/en-us/articles/25065166219021-Main-Header-Bar

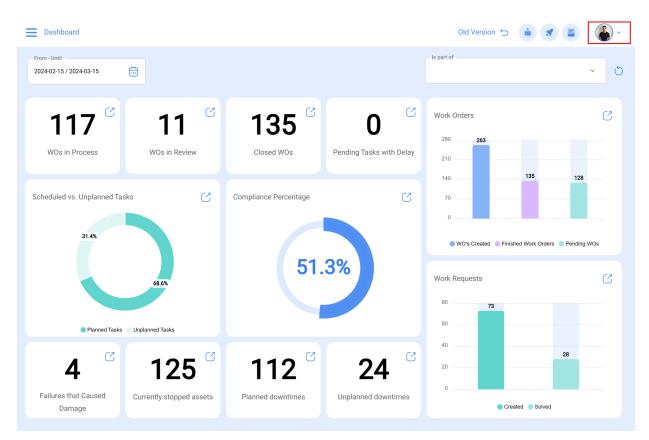
The main header bar is located at the top of the main screen where you will find the following options:

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

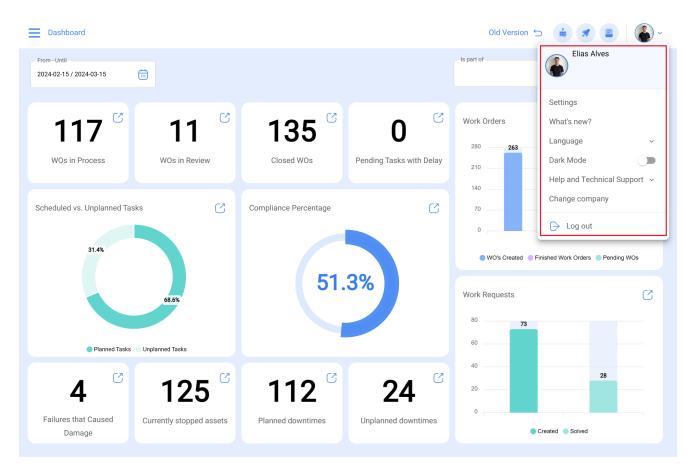
Profile Menu

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, Fracttal 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) Fracttal databases maintaining the same e-mail access for the different accounts.
- Log Out: Allows the user to safely exit the platform, ending the session.

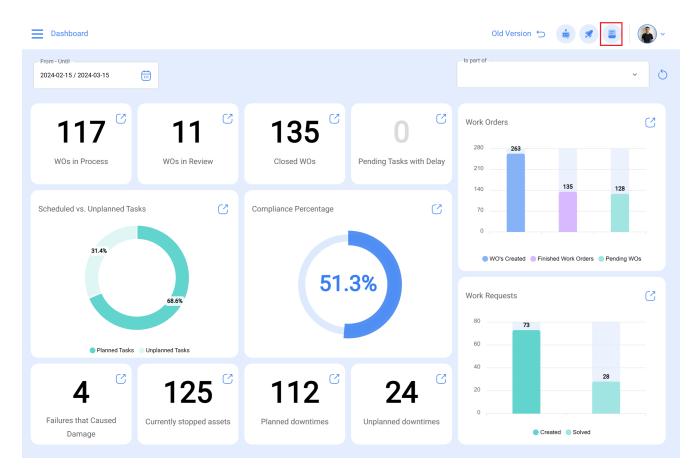
Super Search

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+ ©	Tecnofast //					
+ ©	ESTOQUE //					
+	Energy Services					
+	Empresa Matriz //					
0	Setor de materéria-prima //					
0	Andar 3 //					
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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:

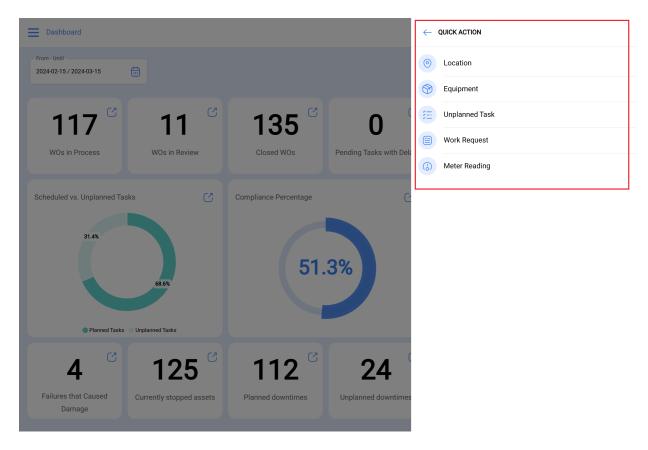
- Facilities
- Equipment
- Unplanned Tasks
- Work Requests
- counters

How to use the Quick Action function?

To add, do the following:

- Old Version 🕤 Dashboard * Is part of From - Until 0 2024-02-15 / 2024-03-15 **...** 135 [°] C C C Work Orders C 1 280 263 Closed WOs WOs in Process WOs in Review Pending Tasks with Delay 210 135 140 128 Scheduled vs. Unplanned Tasks C Compliance Percentage C 70 31.4% WO's Created Finished Work Orders Pending WOs 51.3% Work Requests C 80 73 60 Planned Tasks Unplanned Tasks C 28 C C \bigcirc 125 2 4 24 Failures that Caused Currently stopped assets Planned downtimes Unplanned downtimes Created Solved Damage
- 1. Click on the quick action button

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

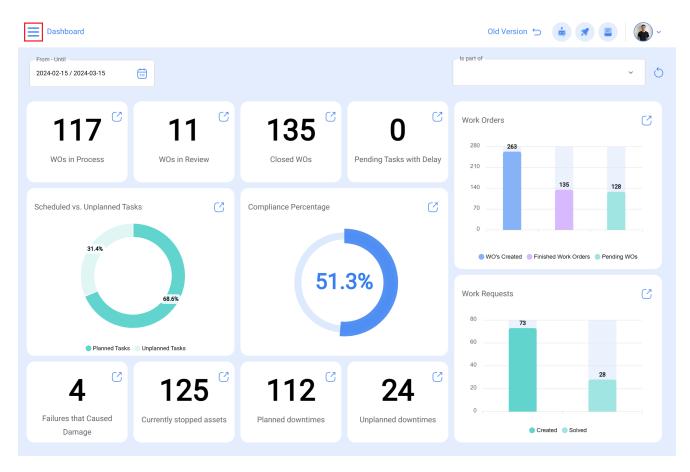


- 3. Select your preferred option, e.g.: "Facility"
- 4. The system will automatically redirect you to the corresponding module. E.g.: selecting the "Facility" quick option, the user will be redirected to the Assets window to create /add a new Facility.

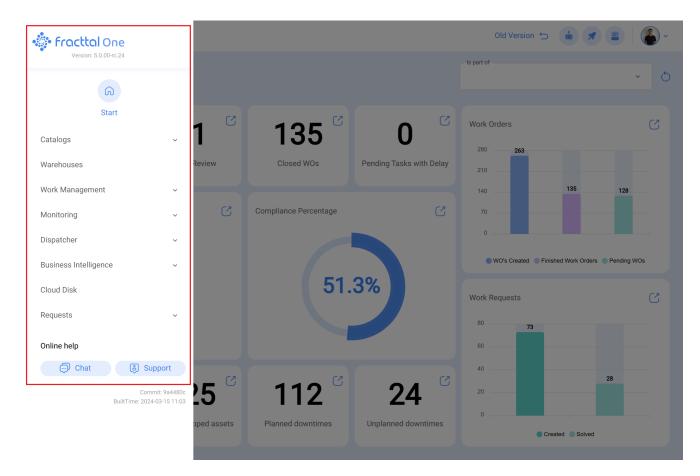
E Assets Locations		Old Version 🕤	• *
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👷 Spare Parts and Supplies	Туре	Group 1 Group 2	
S Historical	~	×	~

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