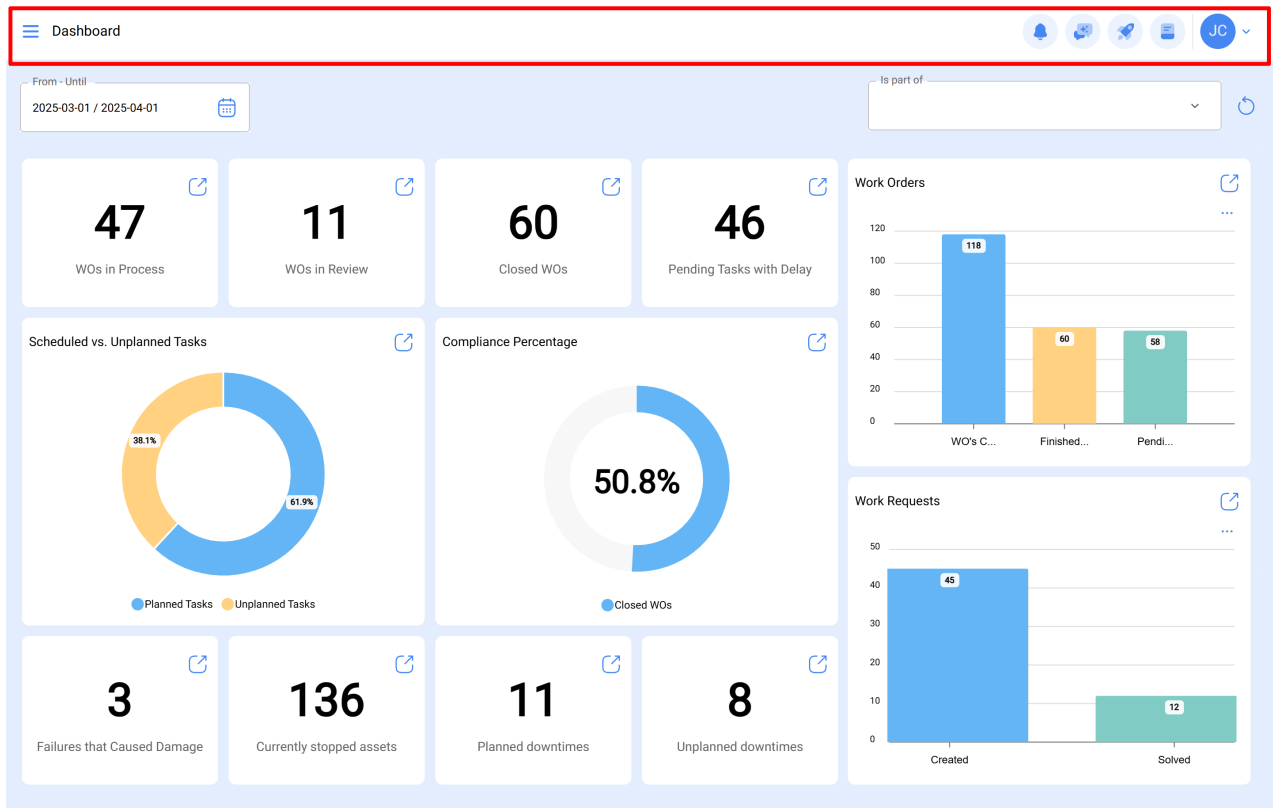


Main Header Bar

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



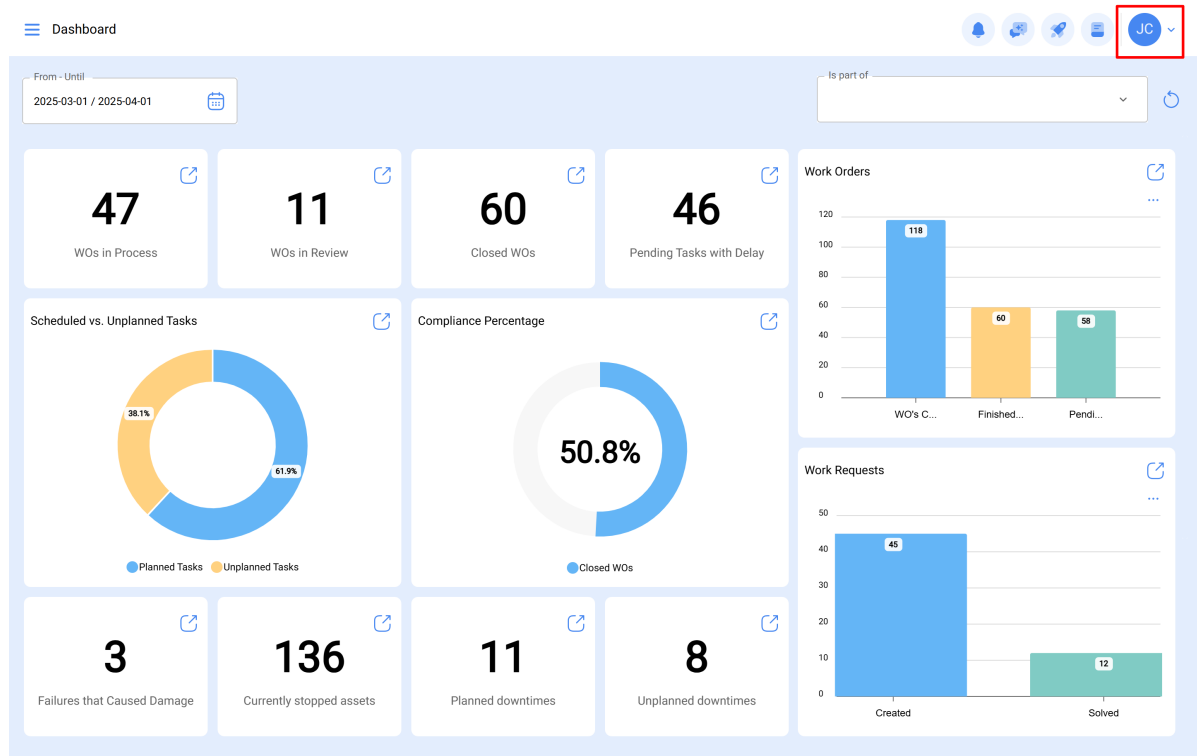
The main header bar is located at the top of the main screen where you will find the following options:

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

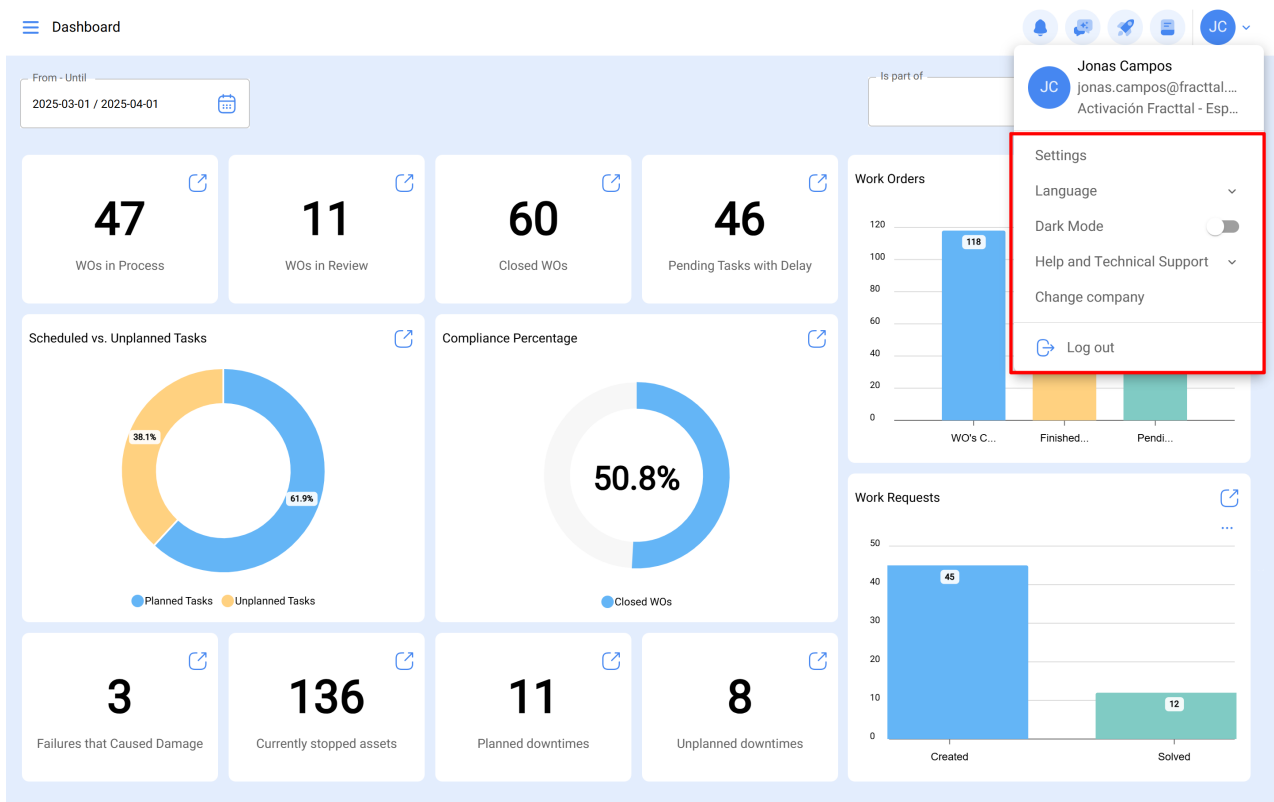
Profile Menu

In order to access to this menu:

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



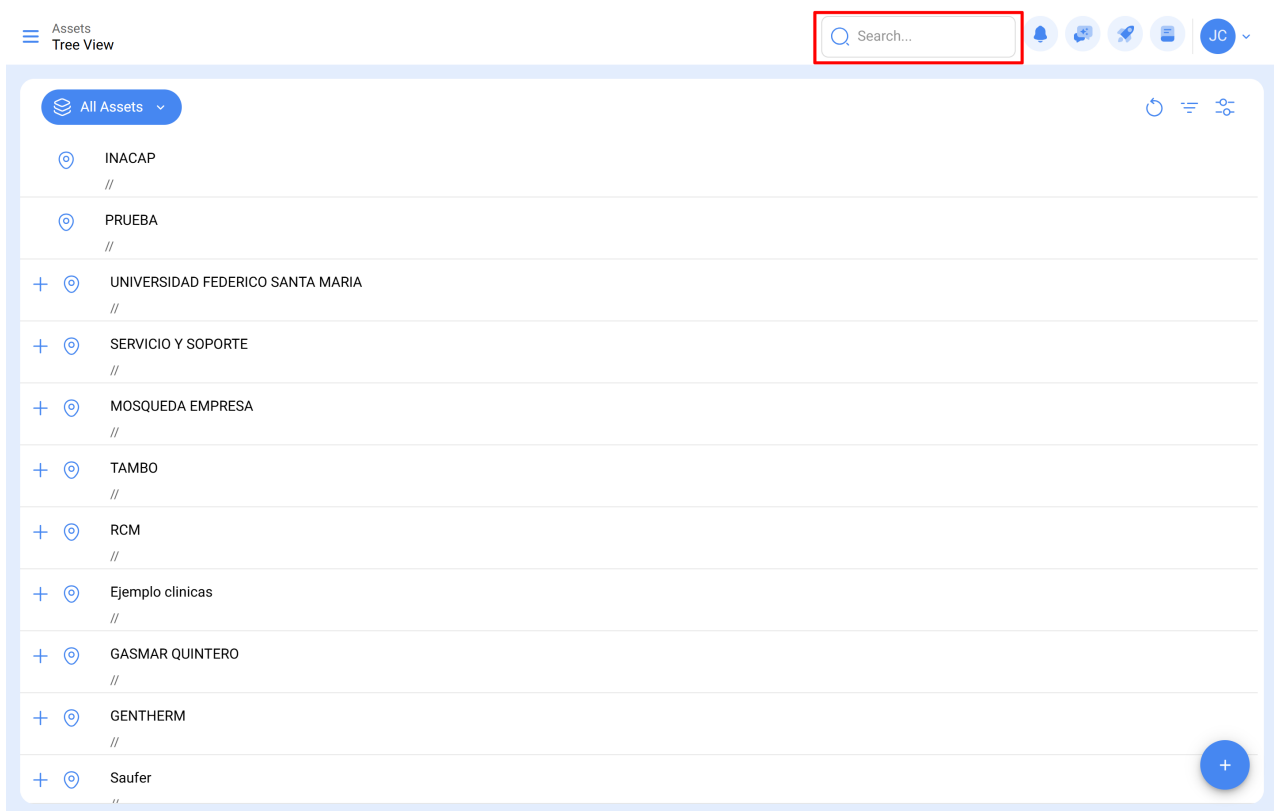
2. A dropdown menu with the available profile information will appear, with several other options:



- **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, 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

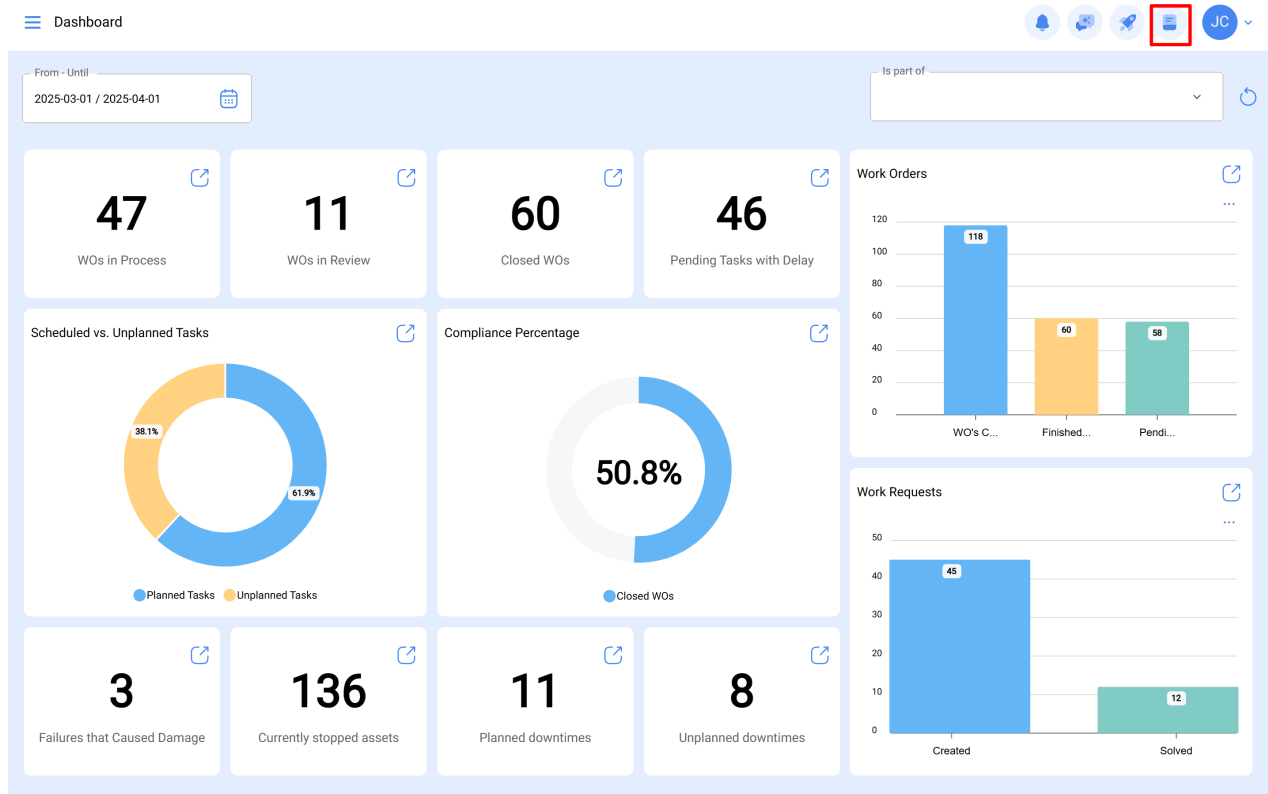


The **“Search”** function is an advanced search engine you can find in the upper right corner of the main bar. This feature allows to perform a general search on all the available fields of the assets in the module.

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.

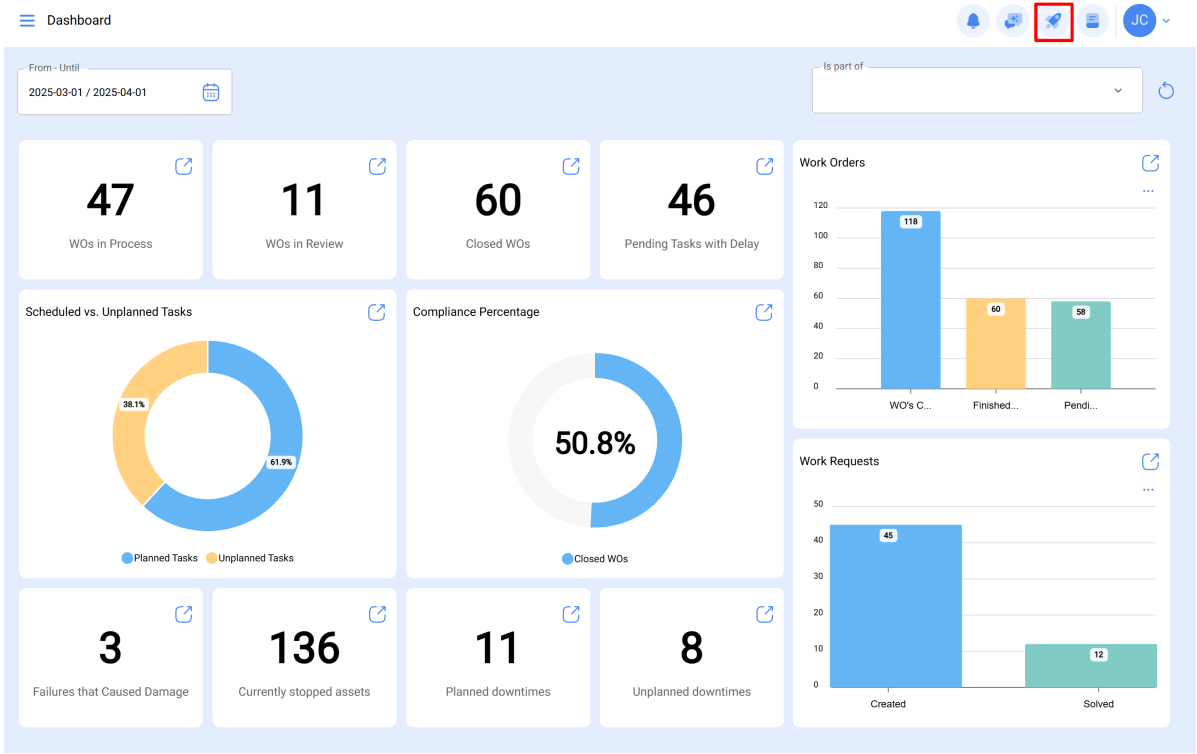
The quick action button allows the user to quickly “add” or “create” the following records:

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

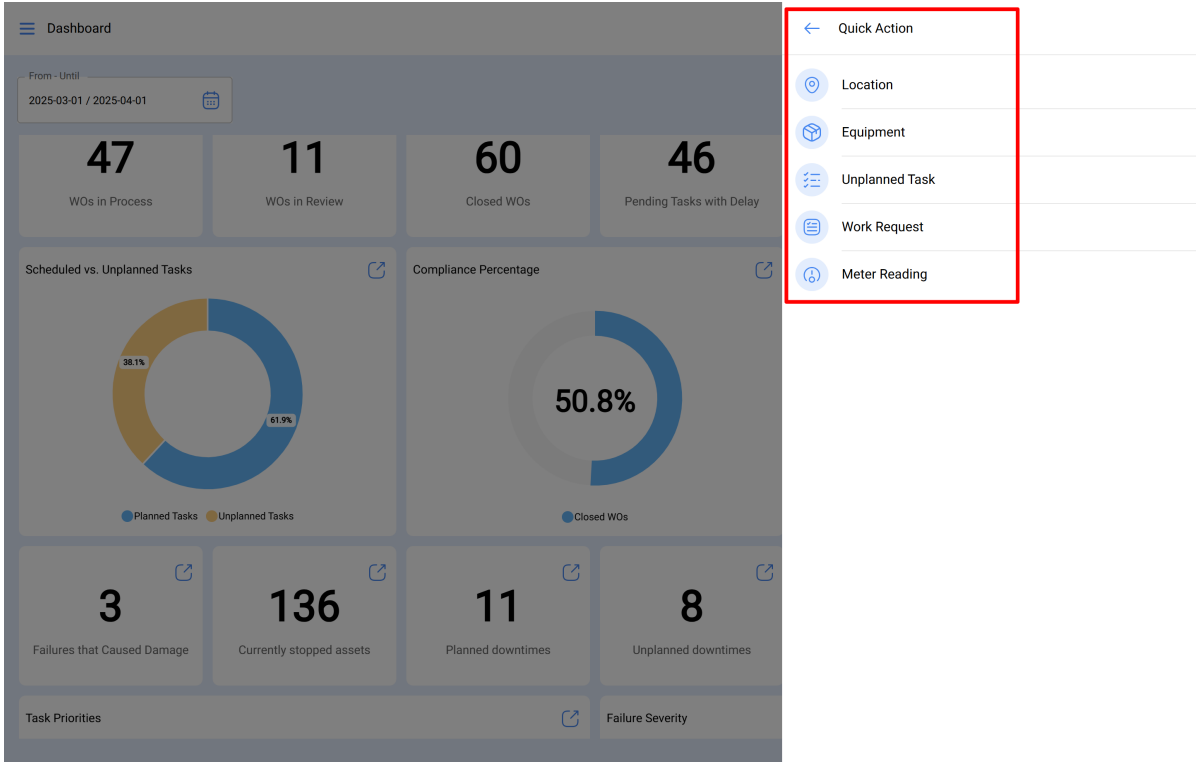
How to use the Quick Action function?

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.

Assets
Locations

Out of Service: No
Enabled

Required Information

- Name is too short (the minimum is 2 characters)

General

Custom Form

Health Status

Third Parties

Spare Parts and Supplies

Historical

Location

Name

Code

Address

City

State

Country

Zip code

Priority

Latitude

Longitude

Type

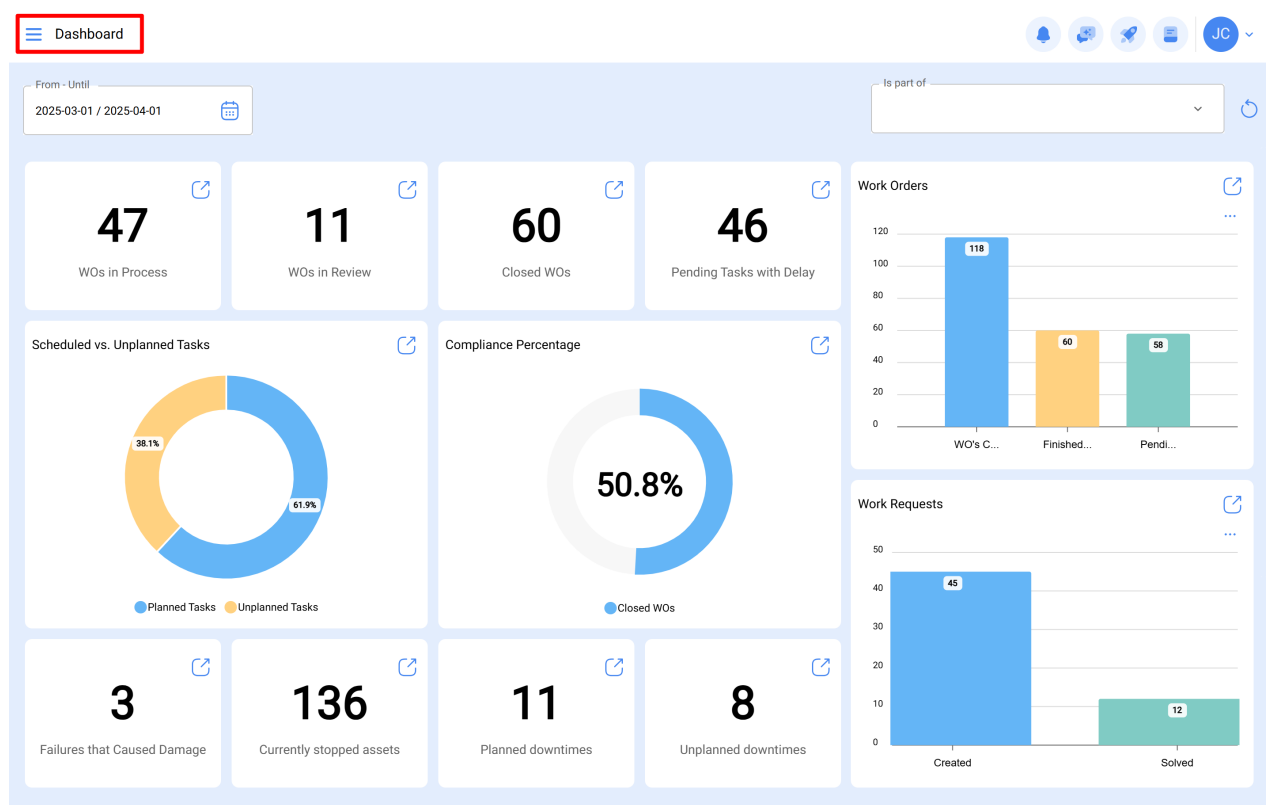
Group 1

Group 2

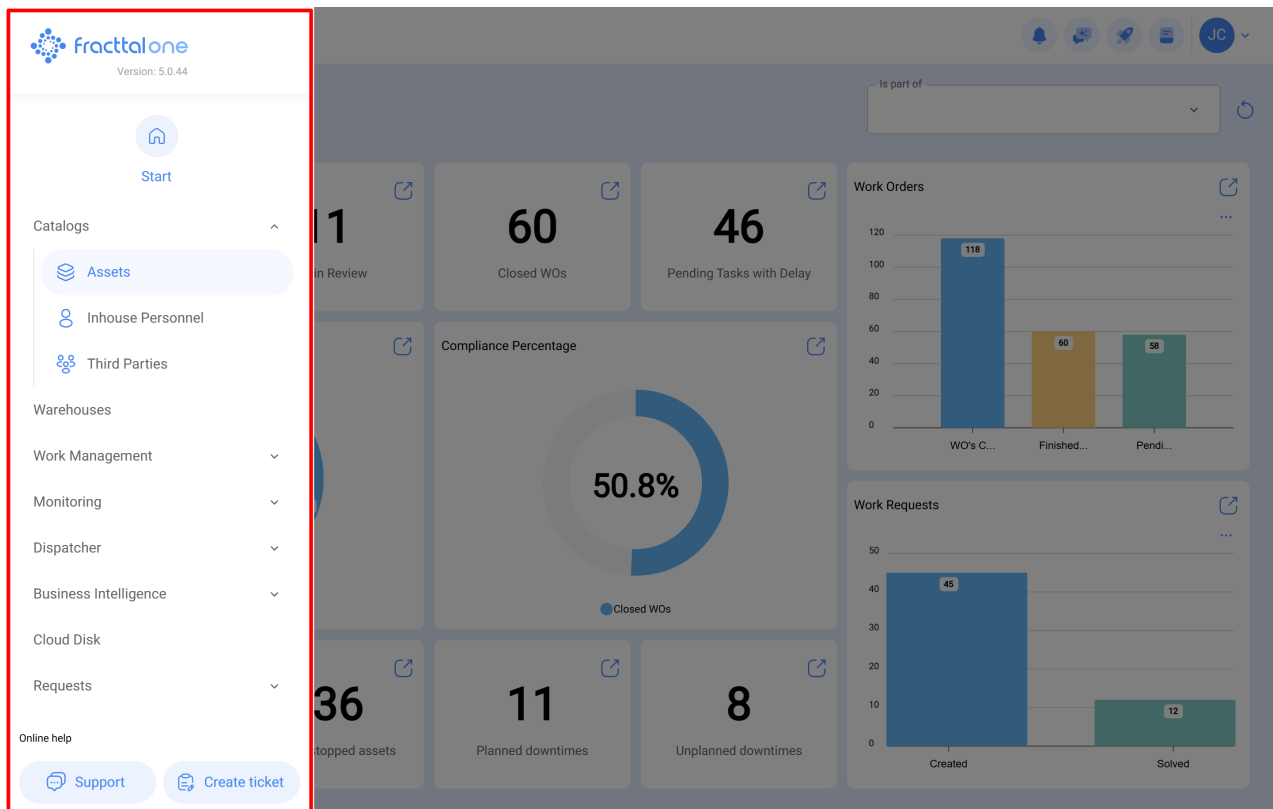
Save

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