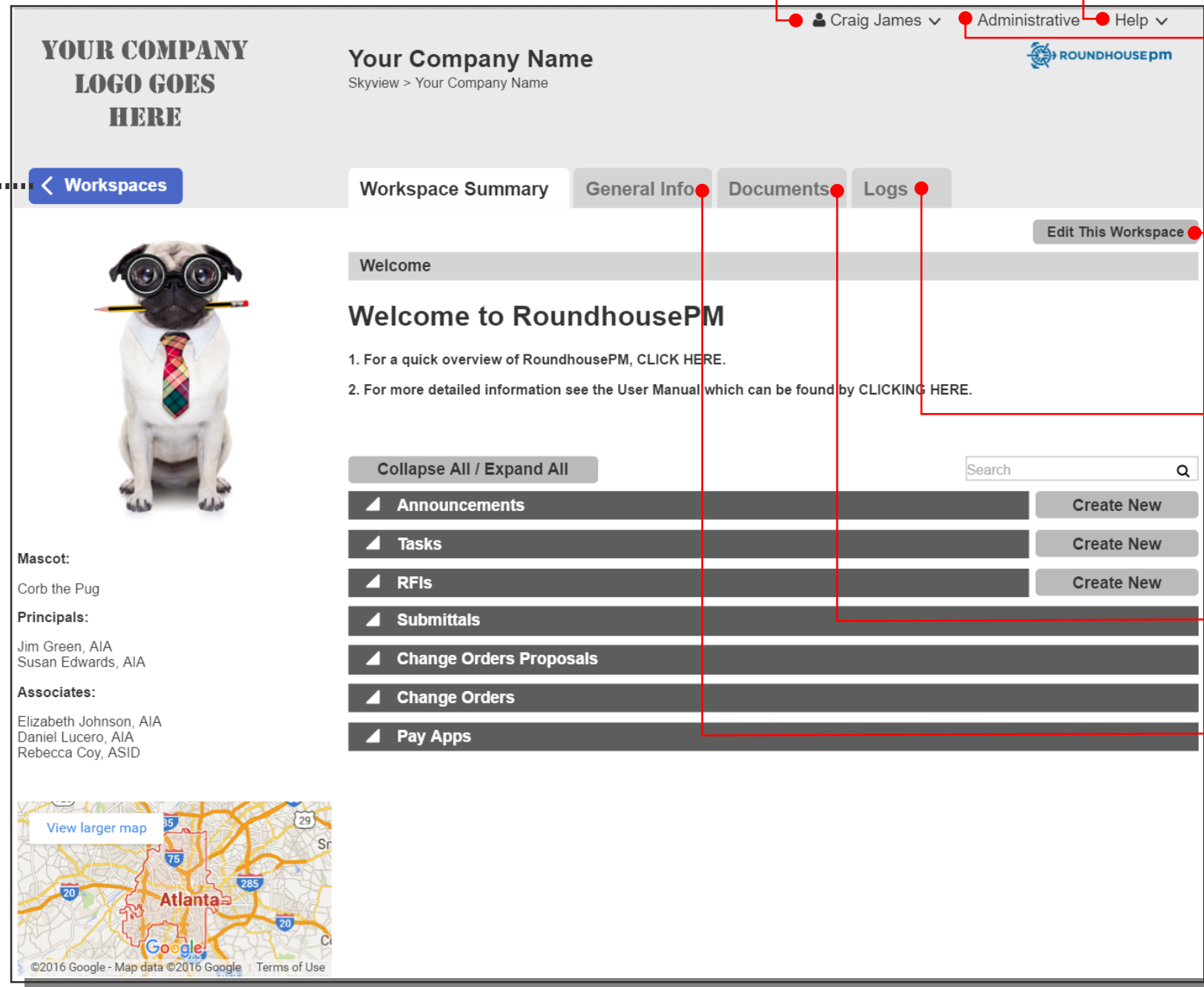


### The Workspace Explorer

1. Pin - allows you to lock the Workspace Explorer in the open position.
2. SkyView button - opens your personal SkyView page.
3. Search - filters the workspaces shown to the text that you have entered.
4. Favorites On / Off - toggles the workspaces shown between those that you have identified as your favorites and all workspaces that you have access to. To create your favorites see your User Preferences page.
5. 1,2,3,4,5 Buttons - expands and contracts the workspaces shown to the level selected.
6. View by Name / View by Pyramid - toggles the display between viewing by pyramid (shown above) and viewing by name.



### The Workspace Summary Page

Every workspace has a summary page similar to the one shown above. This page is your dashboard to your workspace or project.

**Current User**  
- User Preferences  
- Log Off

**Help**  
- User Manual  
- Intro Tour

- General Information
- Usage
- Nomenclature
- Look and Feel
- Workspaces
- Add Workspace
- Users
- Guest Users
- Add Users
- Users Groups
- Modules
- Export Database
- Import Users

If you are an Administrator you can use this button to control the look and feel of the current Workspace Summary page.

**Logs- RFIs**  
- Submittals  
- Photos  
- Field Reports  
- Change Order Proposals  
- Change Orders  
- Pay Applications

**Documents**  
- Plans  
- Specifications  
- Shared Documents

**General Info**  
- Announcements  
- Contacts  
- Tasks / To-Dos

### The Administration Page

If you are an Administrator of your account you have access to the Administration section that has these buttons.

For more information about what each of these do, see the Users Manual which can be accessed under the Help menu