

## Improved User Navigation for Administrator Role

Relias has created a new and improved navigation experience for users that makes the navigation quicker, easier, and more intuitive. Below is a screenshot of what the Administrator view will look like.

## Some Things You Should Know:

Tabs have moved from the top of the webpage to the left side panel.

- The four tabs include: **Overview, Solutions, Manage, and Help.**
  - The down arrow directly to the right indicates that there are more detailed items associated with Learning, Users, and Settings that can be seen when clicked on.
  - Most sub-categories under Users, Learning and Settings are the same from the old navigation page, though some have been broken down further to increase understanding.
- **Overview** includes your dashboard, which still houses your training performance dashboard, course update summary, and any news pertinent to your site.
- **Solutions** refers to your Relias learning product. Here you'll find what was previously found on the "Training & Enrollment" tab (i.e module list, training plans, exam questions pools, policies & procedures, custom certificates, etc.)
- **Manage** includes sub-categories Users, Reports, and Settings. Each sub-category includes access to the same information that these tabs previously provided.
- With the improved user navigation, users can now gain access to a sub-category without having to wait for the entire tab to load, and detailed sub-categories ensure you're clicking into the exact page you need.

The functionality to switch between permission roles still lies at the top right of your screen, where you'll also find an icon giving you access to your user profile information and the option to log out.