



**SEAS**

# User Manual





## Chapter 6 Main Menu

The sliding Main Menu is designed for you to quickly navigate from one place to another from anywhere in the program. The main menu appears everywhere in the program other than the Login screen, and is located on the left hand side of the screen.

### Using the Main Menu

Using the sliding Main Menu is very straight forward. If you are on any page other than the Login screen, you will see a green bar on the left side of the program labeled "Main Menu". When you single click on the "Main Menu" bar, it expands to show the SEAS menu. You may then single click on the desired menu option to open it. Clicking on the following functions on the sliding main menu will direct you back to the home page: Forms Packet, Forms, IEP, Print Form, Print, and Reports.

**IMPORTANT** - If you are in the process of entering information into any part of SEAS, make sure to SAVE before selecting an item on the menu or you will lose any unsaved information.

To make the menu disappear, click on the bar or somewhere outside the bar.

