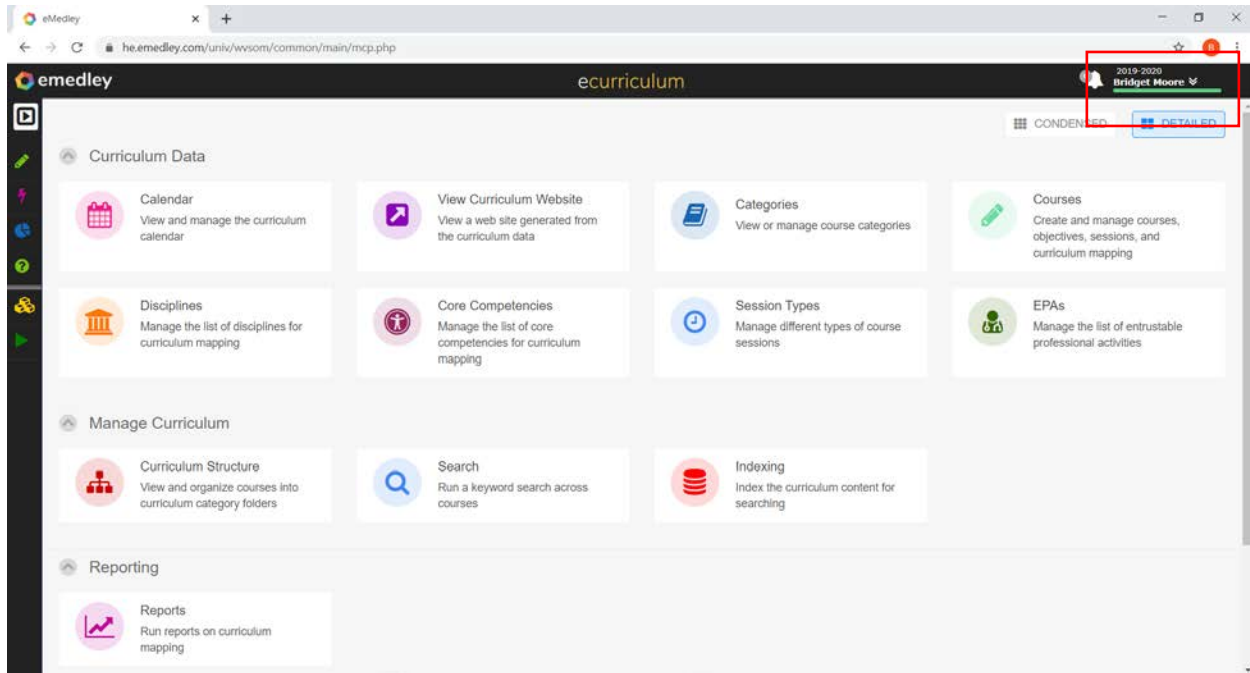
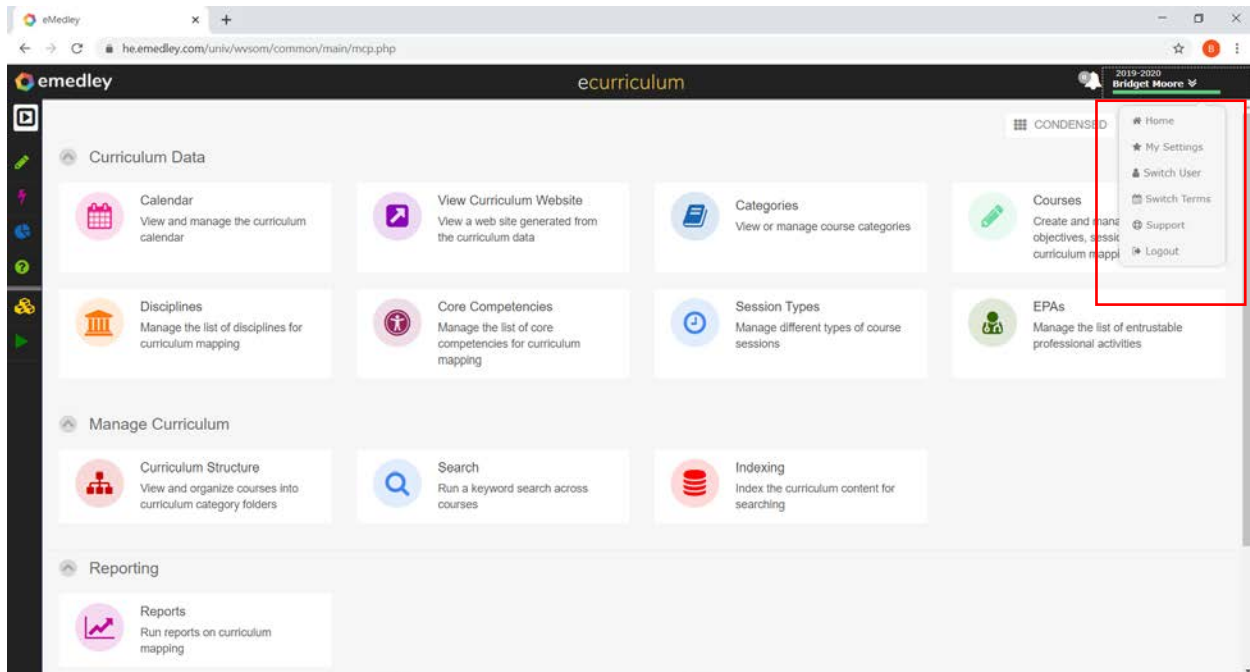


## General Information and Quick Tools

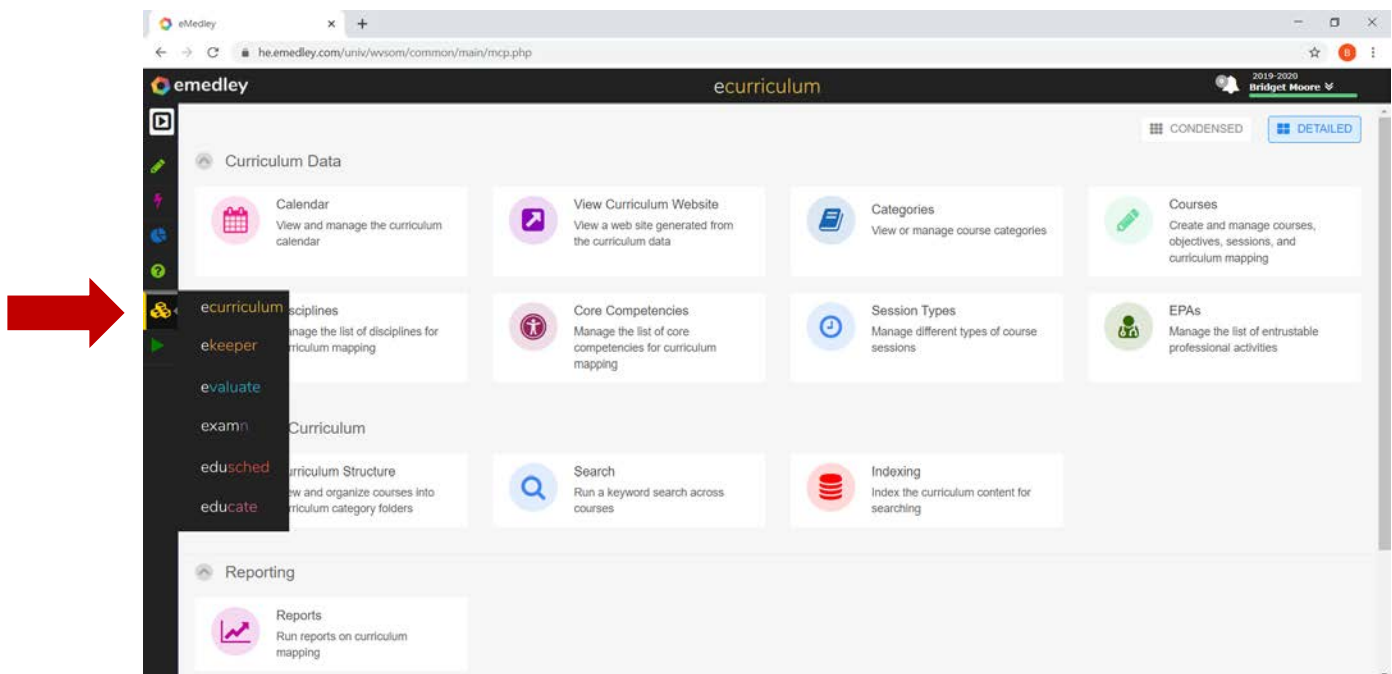
1. After you log in to eMedley you will see your name in the upper right hand corner. From this area you can find some tools.
  - a. The *Bell icon* will take you to notifications if you have any.
  - b. The *Green bar* will display the amount of idle time you have left before being logged out of the system. Clicking on this will reset the time you have remaining.



2. The *Drop down arrow* will take you to some navigation tools.
  - a. The *Star icon* is your personal account settings. From here you can change the calendar view and the starting application.
  - b. The *Switch Users* allows you to log into a different account. For example if you have a preceptor and a faculty account.
  - c. The *Swtich Terms icon* allows you to switch between terms. This is helpful if you need to go back to another year to find information.
  - d. The *Support icon* takes you to an email address to receive help.
  - e. The *Arrow icon* will allow you to logout of the system.



3. To navigate between the various areas of eMedley, click on the *three stacked boxes* at the left hand side of the screen. This will open a drop down menu displaying the different areas of eMedley.



4. Once you are in one of the areas of eMedley you can go back to your home page by click on the *drop down arrow* beside your name, then click home.
5. If you want to just go back to the home page of that area, click on the *name of the area* at the top of the page.

