

# QUICK START GUIDE

## General Navigation

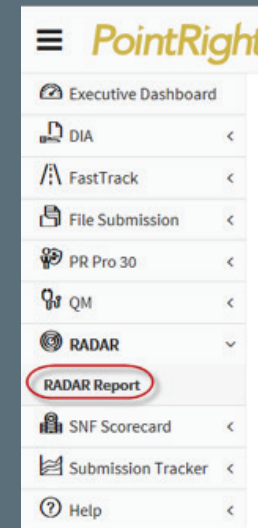
Here are some general tips to help you navigate your PointRight website.

# 1

### Accessing Your PointRight Solution

All of your PointRight solutions are accessed through the navigation menu on the left side of the screen.

- Click the name of a solution to expand the options.

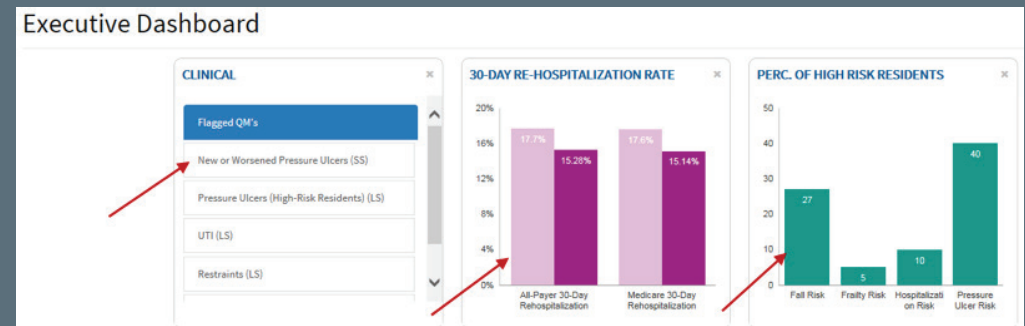


# 2

### Dashboard Widgets

Your **Executive Dashboard** widgets provide an overview of your active PointRight solutions.

- Click a widget to open the detailed report.



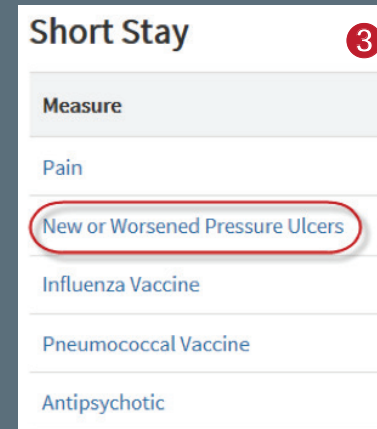
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### Drilldown Features

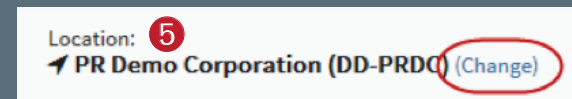
- Clickable links are in BLUE text; drilldown information appears in a new browser tab.



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### Print and Download

1. Click the **Print** icon in the upper right corner of the screen to print a page.
  - The printable version will appear in a new browser tab.
  - Click the print button to send to your printer.
2. Click the **Download** icon in the upper right corner of the screen to download selected reports in Excel.



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### Change Location

For corporate level users managing multiple centers, you can easily change your location.

1. Click the **Change** link next to your current location. This will take you to your **My Locations** page.
2. Click the name of a center to access their PointRight site.
3. Click the name of your group to return to your corporate level site.

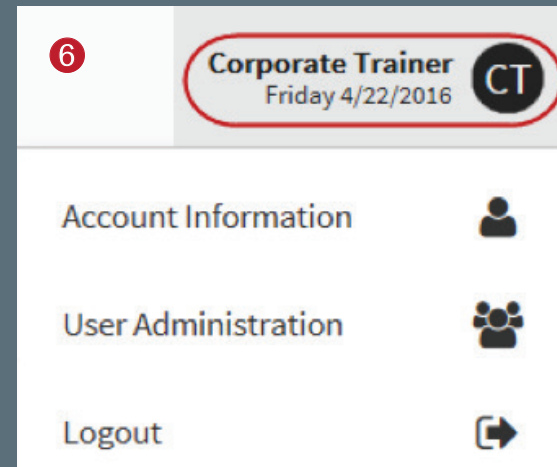


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### 6 Account Information

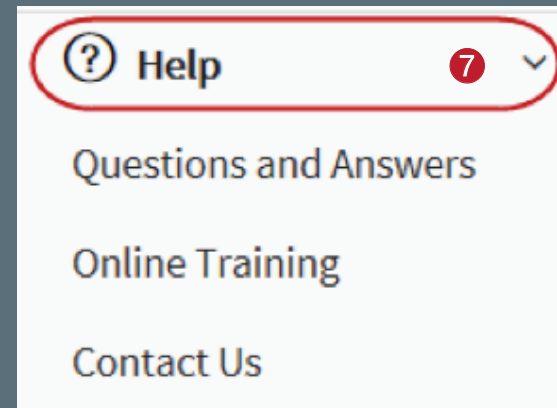
Access your account information by clicking on your name at the top of the screen.



### 7 Help & Support

For more assistance, open the **Help** menu.

1. Click **Questions and Answers** to submit a HIPAA-compliant message to PointRight.
2. Click **Online Training** to access more training materials.
3. Click **Contact Us** for PointRight's contact information.



### 8 Sign Out

1. To end your session and log out of PointRight, click the **Logout** button in the upper right corner.