

Navigating the Sharing Portal

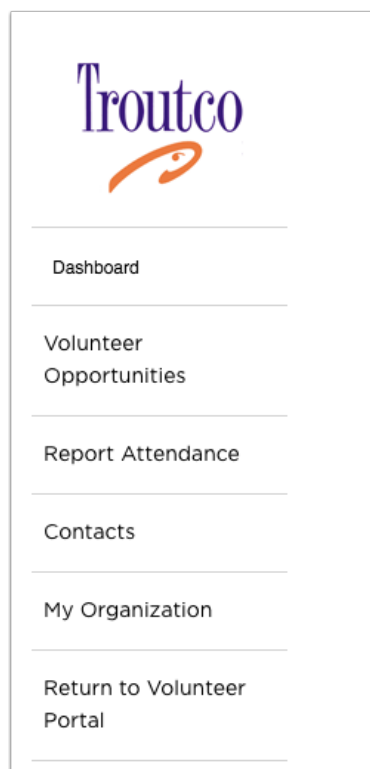
The left side of the sharing portal has the navigation to get to the different functions available in the portal. The exact items in this menu will vary depending on what features your host's system administrator has enabled.

When you first log in you'll arrive at the Home Page, and you'll always see the left navigation on the left side of the page.

Left Menu Navigation

At the top left of the page you'll see your organization's logo. (if the logo isn't there and you see only text, you can add a logo by going to the [My Organization Menu](#) Item.

The various menu options, and their functionality will be described in the other chapters of this manual.



💡 Depending on the setup of your sharing portal, additional Menu Items may appear including:

- Locations
- Reports
- (Additional custom menu items may also appear)