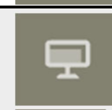
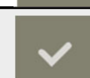
MUX General Navigation

The Home page can look different based on the persona assigned. Navigation is on the left of the screen via the Menu Bar. The items in the bar may differ from what is shown in the screenshot based on the user's access.

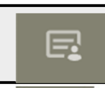
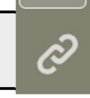
Menu Bar

Home	
Project Tiles: Default upon log on	
Projects: List view of the projects	
Ideas: List view of the Ideas	
Investments: These are the custom investments created by your organization	
Pages: Place to access desired Classic Clarity or External Application Pages	
Custom Object: Access to other created Objects in Clarity	
Status Reports: Current status of a project	
My Workspace	
Tasks: List of Assigned Tasks of the user that is logged in.	
To Dos: To Dos of the user that is logged in	
Hierarchies: To show relationships between investments	
Agreements: Keep track of any agreements	

MUX General Navigation

The Home page can look different based on the role assigned. Navigation is on the left of the screen via the Menu Bar. The items in the bar may differ from what is shown in the screenshot based on the user’s access.

Menu Bar

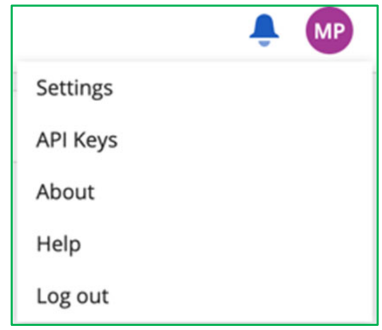
Roadmaps: Strategic investment roadmaps	
Plans: Resource data to view current headcounts which can be broken down by Role, Employee Type, and Investment Categories	
Teams	
Timesheets: Access to timesheets	
Transactions: Transaction entry page present in Classic PPM. This will enable the user to enter any transaction and post to the investments.	
Staffing: Used for resource planning	
Resources: Teams List	
Menu Links: Access to links	

MUX Basic Navigation

User Toolbar

The User Toolbar is in the top right-hand corner of the screen

- **Bell:** Notifications
- **User:** The person logged in
- **Settings:** Allows user to customize their account settings
- **About:** Clarity PPM version info
- **Help:** Linked to Clarity's online user assistance
- **Log out:** Log out of PPM



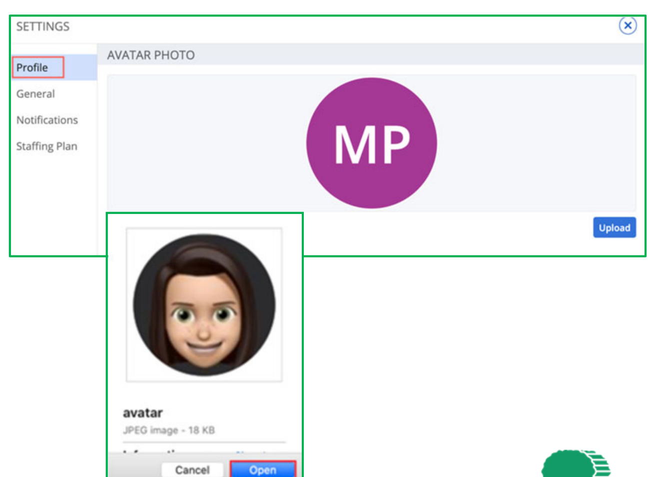
Settings

The Settings provide quick access to upload an Avatar or photo, configure Date Displays, configure Units of Measure set Notifications and configure Staffing settings.

1. To access **Settings**:
   - Click the **drop-down arrow** next to your name
   - Click **Settings**
   - The Settings page displays

Avatar

2. Upload an **Avatar** or photo (*Profile*).
   - With **Profile** selected, click **Upload**
   - Select a saved image
   - Click **Open**
   - Click **Close**

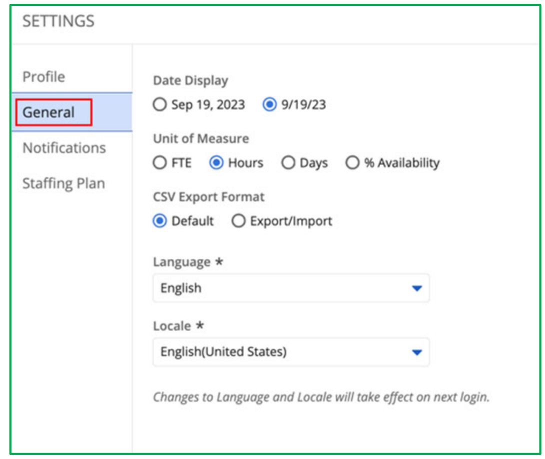


MUX Basic Navigation

General

Set the display that applies throughout MUX

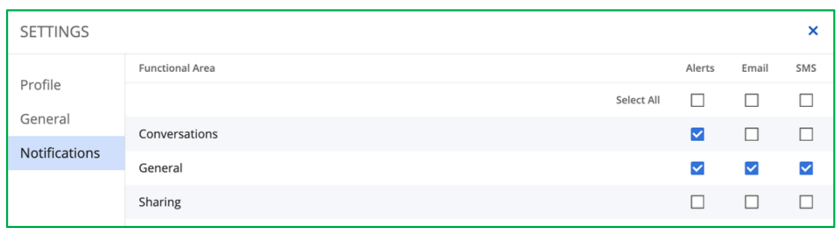
3. To access **General**:
   - Select **General**
   - Select your preferred **Date Display**
   - Select the **Unit of Measure**
   - Select **Language**: Displays menus and modules in the selected language
   - Select **Locale**: Displays date and time in the selected locale



Notifications

Update how and when to receive notifications (Notifications)

4. To access **Notifications**:
   - Select Notifications
   - Click **Settings**
   - Check/Uncheck Alerts, Email and SMS for Conversations, General and Sharing



Help

[Clarity 16.1.3 Help]()