



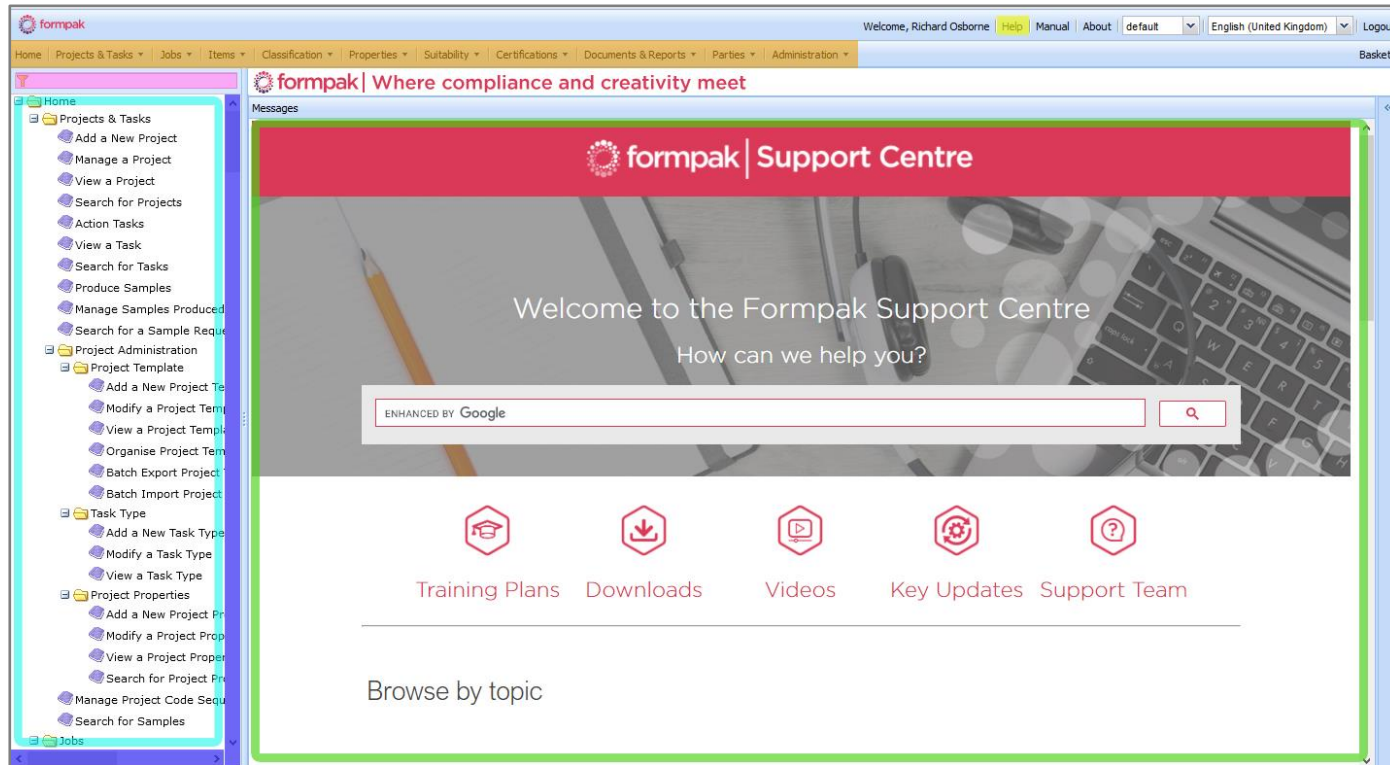
Quick  
Start  
Guide



# Navigating Around Formpak



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The **Side Menu** lists the functions available in the application.

Enter a word into the **Smart Search Navigation** to view potential matching functions.

Select the function to open it in the **Main Window**. On the home screen our Support Centre is visible in the Main Window. The Support Centre contains walkthrough guides, helpful articles, downloads and links to our training videos.

Select the **Top Menu Buttons** to focus on specific areas of the application.

Use the **Sliders** to scroll through the menu options.

Formpak has a built in Help Centre which includes:

- An overview of all the functions
- A glossary
- FAQs

The Help Centre can be accessed by clicking the **Help Button** at the top of the screen.




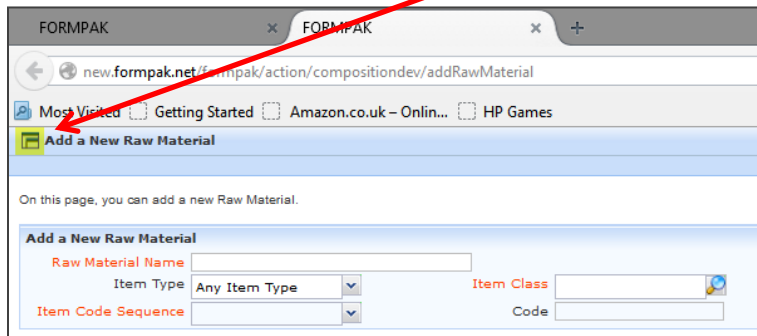


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## Frequently Asked Questions

### Cannot access the side menu in a new window?

To expand the menu click on this icon  at the top of the screen.




### Which Browser should be used?

We use Firefox but Google Chrome, Safari and Internet Explorer can also be used.

Formpak uses pop-ups, therefore pop-ups must be enabled on your browser.

## Tips



- As the Formpak application is accessed via a browser window you can use 'CTRL +' to zoom in and 'CTRL -' to zoom out.
- If you right click on a menu option in the side menu you have the option to open the option in a different tab or a different window entirely. This is useful if you do not want to leave your current page.
- Clicking the 'Home' button in the top menu will take you to the home screen.
- The 'Help' located in the main area will open the Help Centre on the page for the specific function.
- You can open and close sections in the side menu list by clicking the '+' and '-' buttons next to the folder icon. 
- Clicking the Formpak logo at the top of the screen will open the Formpak website in a new window.
- You can expand the viewable area of the side menu.

Further training is available in our [Introduction to Formpak for New Users Training Plan](#).

