Before navigating around the application you need to know how information is created and stored.
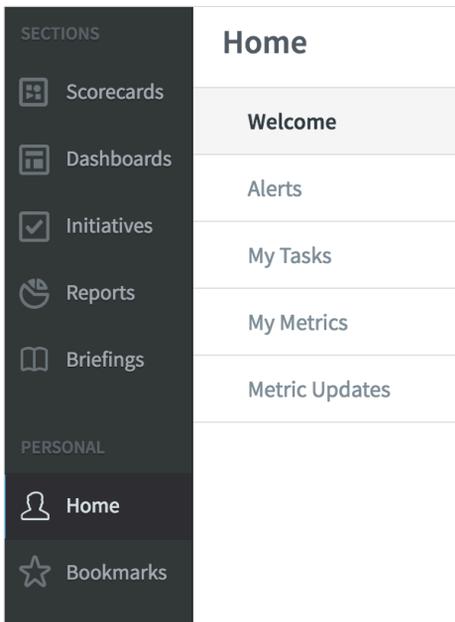
In the main menu to the far left you will see a list of the Object types that can be created:

- Scorecards

- Dashboards

- Initiatives

- Reports

- Briefings

These objects are called **Sections**

The **Sections** are grouped together in containers called **Organisations.** So for example you could have the following:

Organisation	Section	Data
Sales	Scorecard Dashboards Initiatives Reports	Objectives/Metrics Strategy Map Tasks/Actions Spreadsheets
Marketing	Scorecard Dashboards Initiatives	Objectives/Metrics Strategy Map Tasks/Actions
Financial	Scorecard Dashboards Reports	Objectives/Metrics Strategy Map Spreadsheets

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You can view a list of **Organisations** by clicking on one of the **Sections** (for example Scorecards) and then on the small **Briefcase** icon at the very top-left of the screen. The Organisation list will be revealed:
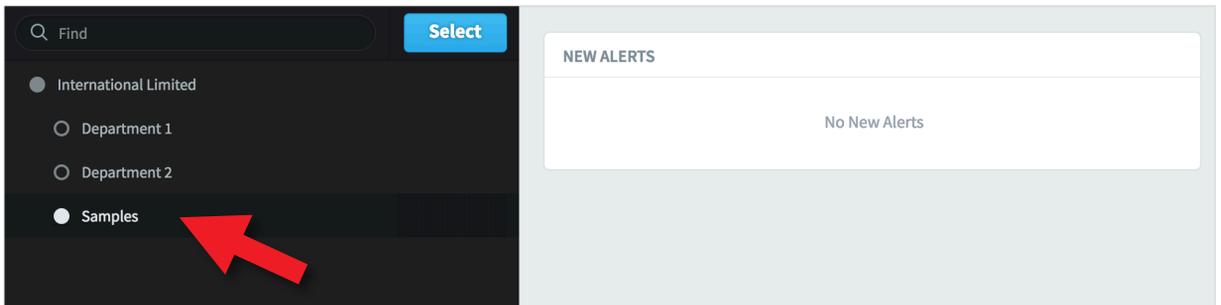
Click on **Samples** to highlight it and then the blue **Select** button

The Scorecard for Samples will be revealed:

Note: there is a blue vertical stripe by the word **Scorecards** indicating you are in the Scorecards section.

The second menu that appears is the Scorecard menu (you selected Scorecards, it is highlighted in the main menu and has a blue stripe to the far left). Click on the items to reveal the elements of the Scorecard:
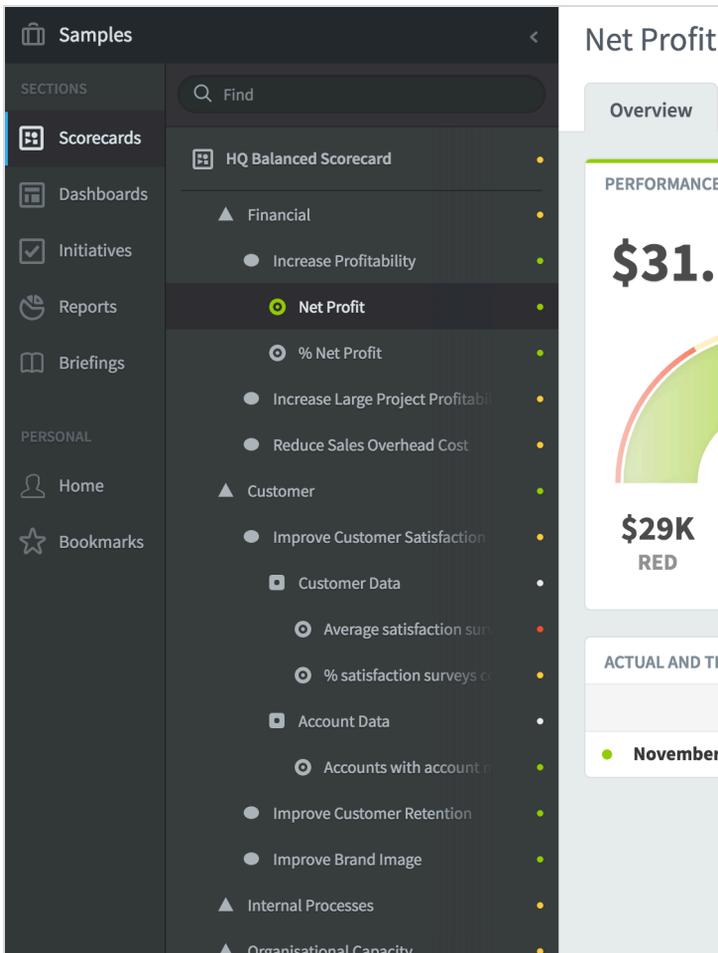
A scorecard can contain any number of the following :

- Perspectives
- Objectives
- Generic Areas
- Metrics

Each has it's own icon.

By clicking on each element, the current position gauge, history, related items, data and notes appear in the right-hand panel.

Very Important: Your Briefcase contains and Organisations which contain Scorecards, Dashboards, Initiatives, Reports and Briefings.

To look at other Organisations you need to click on the Briefcase icon (top-left) to reveal the Organisation List.

This is a key navigational function of the application. You will be creating many **Organisations** over time.

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Click on **Dashboards**. You will see that this list is considerably smaller than the Scorecard list. Select each Dashboard in turn
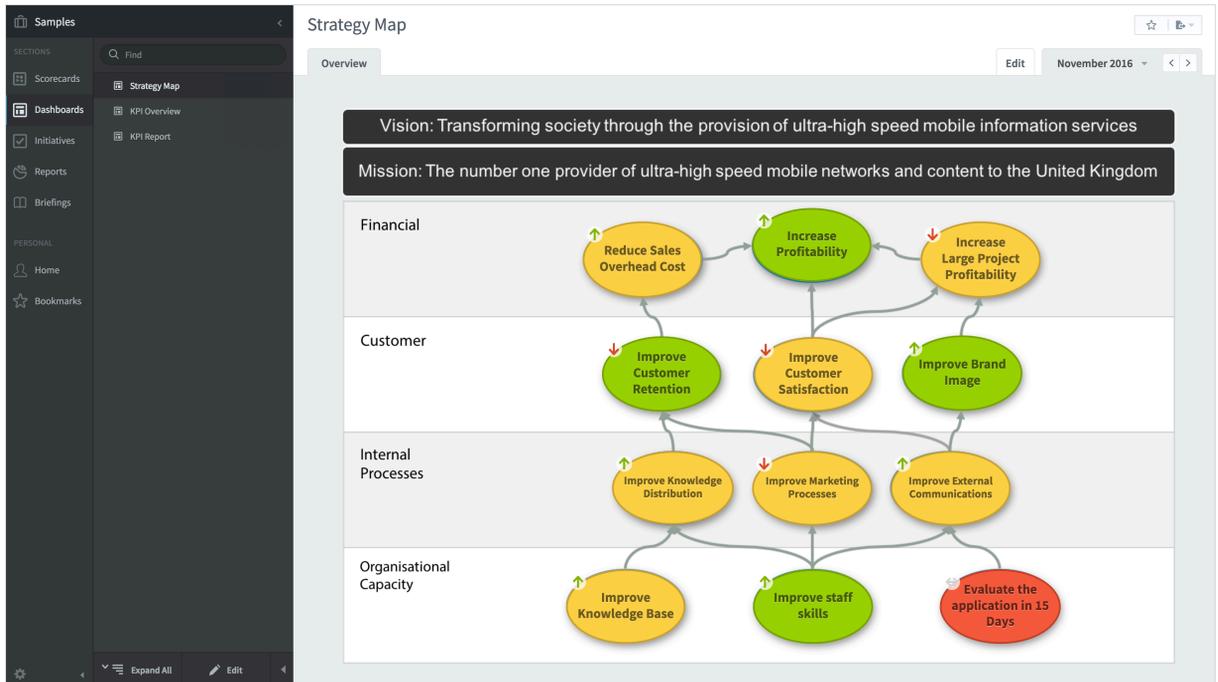
When you have finished looking at Dashboards, do the following:

- Click on **Initiatives** to look at the initiatives,

- click on **Reports** to look at the reports,

- click on **Briefings** to look at the briefings.

You have now looked at everything contained within the **Samples** organisation and it is time to build you own set of Scorecards, Dashboards, Initiatives, Reports and Briefings.

You must start with an **Organisation** and then add a **Scorecard**