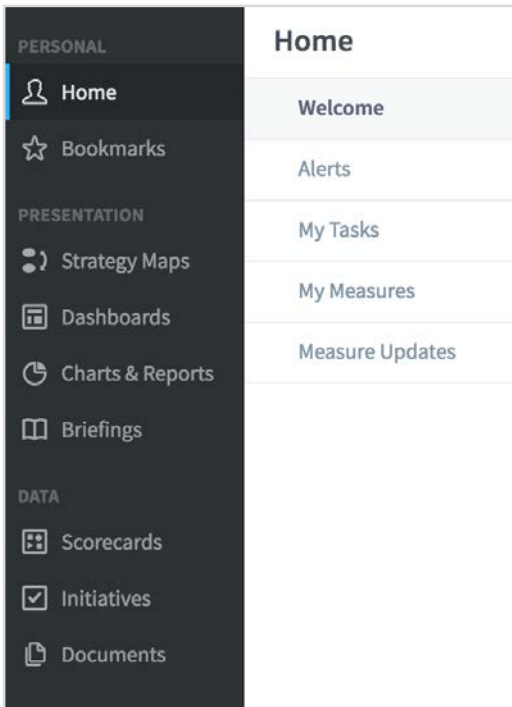# Navigation - 1

Before navigating around the application you need to know how information is created and stored. First, sign-in to QuickScore or Scoreboard.

In the main menu to the far left you will see a list of the Object types that can be created:

- Strategy Maps (only QuickScore)
- Dashboards
- Charts & Reports
- Briefings
- Scorecards
- Initiatives
- Documents

Theses objects are grouped together in containers called **organizations.** So for example you could have the following:

| Organization	Section	Data
Sales	Scorecard Dashboards Initiatives Charts & Reports	Objectives/Metrics Strategy Map Tasks/Actions Spreadsheets
Marketing	Scorecard Dashboards Strategy Map	Objectives/Metrics Strategy Map Objectives
Financial	Scorecard Dashboards Charts & Reports	Objectives/Metrics Strategy Map Spreadsheets

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On entry to the application you can view a list of **Organizations** by clicking on one of the navigation objects, for example Scorecards. The organization list will be revealed as a drop-down menu. If you have been working with the application already then click on the Briefcase icon to reveal the drop-down:
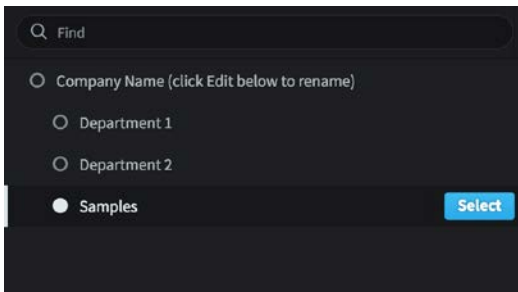
Click on **Samples** to highlight it and then the blue **Select** button.

The organization for Samples will appear, click on Scorecards to look at the scorecard.

The Scorecard view appears. Notice that the Samples organization has appeared next to the briefcase icon at the top.
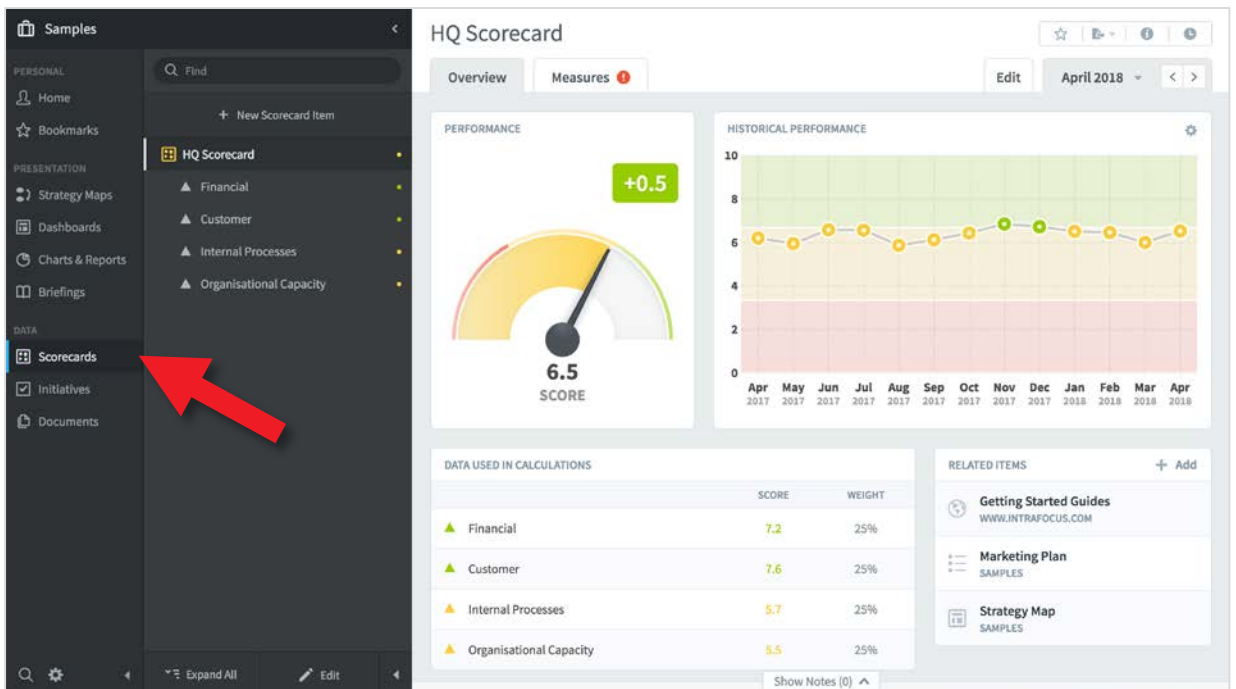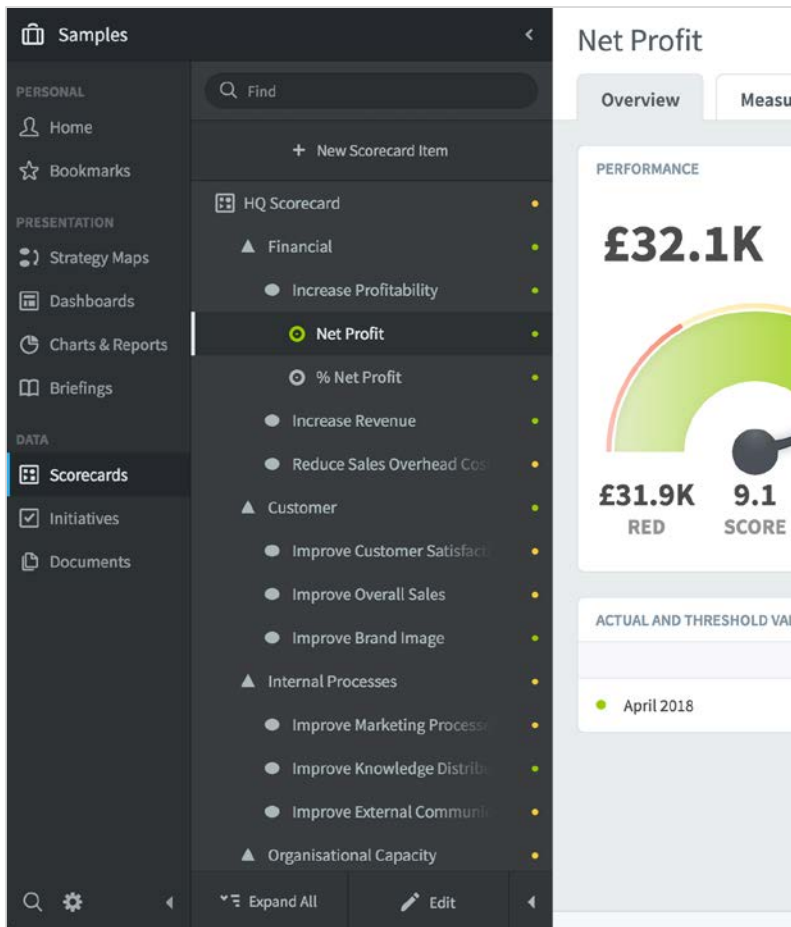

Note: there is a blue vertical stripe by the word **Scorecards** indicating you are in the Scorecards section.

intrafocus

The sub-menu that has appeared to the right of the main navigation menu is the Scorecard menu. You are in the Scorecard view. Click on the items to reveal the elements of the Scorecard:

In Scoreboard ✪ scorecard can contain any number of the following:

- Key Performance Area
- Objectives
- Generic Items
- KPI

In QuickScore 🔰 the names of the objects are:

- Perspective
- Objective
- Theme
- Measure

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

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

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

intrafocus

Click on **Dashboards**. You will see a list of all the dashboards associated with the Samples organization. Select each Dashboard in turn.
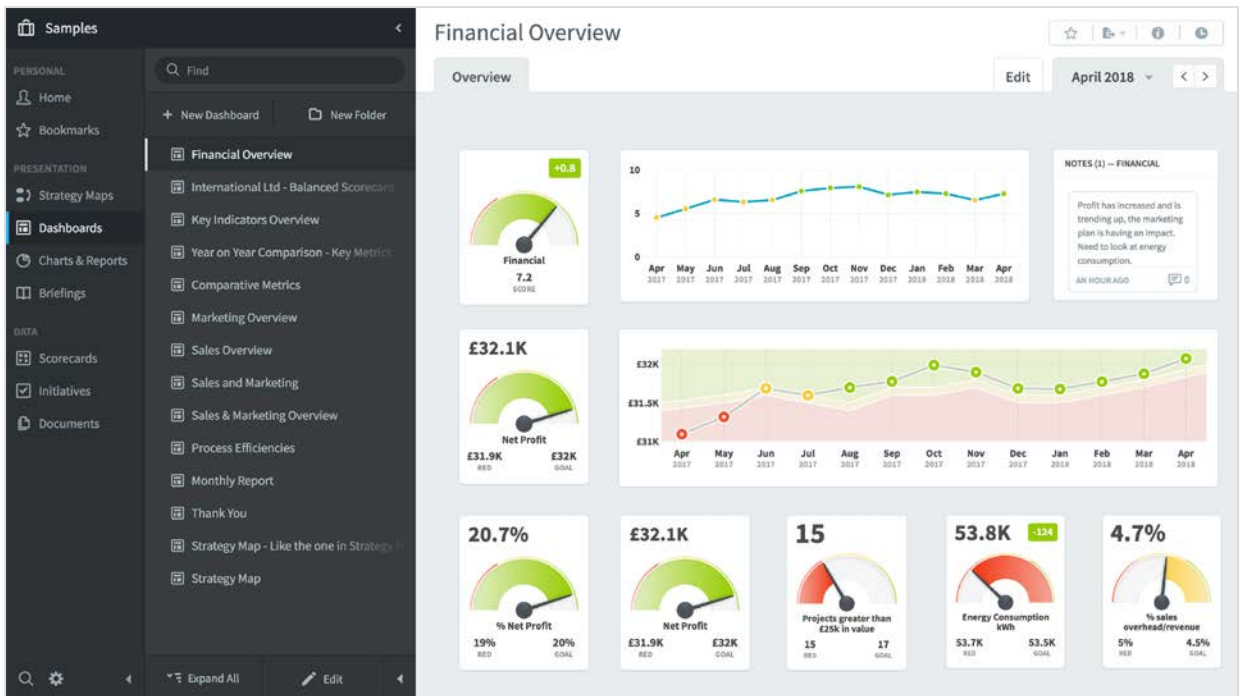
When you have finished looking at Dashboards, do the following:

- Click on **Strategy Maps** to look at strategy maps (QuickScore only),

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

- Click on **Charts & Reports** to look at the reports,

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

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

You must start with an **Organization** and then add a **Scorecard.**

intrafocus

While looking at Scorecards, Dashboards, Charts & Reports, Initiatives (and Strategy Maps if you have the QuickScore module), you will notice at the top right of the screen there are four action buttons:
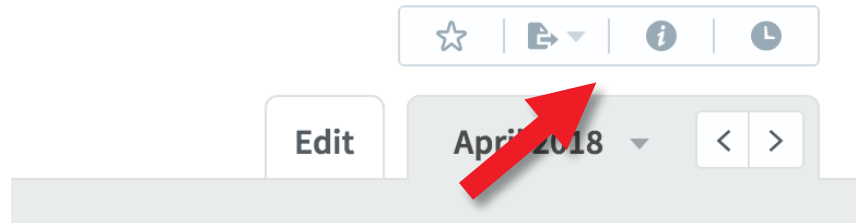
They have the following functions:

☆ **Bookmark:** Add this page to the Bookmarks page. This is a toggle switch, if it is solid blue, the page has been added, if it is only in outline the page has not been added.

Send To: Send this page to the item in the drop-down list. This includes e-mail, printer, pdf, PowerPoint and png. While in Dashboards there is an extra option to send to a shared dashboard. There is a separate guide for Shared Dashboards.

ⓘ **Information:** Reveals a panel with all of the information associated to the object you are looking at.

🕒 **History/Audit:** A complete history of changes made to the object you are looking at including date, person and nature of the change.