## **Understanding "The Gears"**

Selecting a **Gear** on any part of any page will display an **Actions Menu**. Actions Menus allow the user to access various options for the page or item that the Menu is associated with.

Example:

In the <u>Work Area</u> there are three types Gears.

- 1. Starting on the left side of the screen, the Gear above the **Filters** will display options for the Filters.
- 2. The Gear directly above the Study Items List will display options for the entire Study Items List.
- 3. The gears next to each Study Item will display options relating to that individual Study Item.

The options that display on each gear may be dictated by the user's permissions.