

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 [Work Area](#) 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.