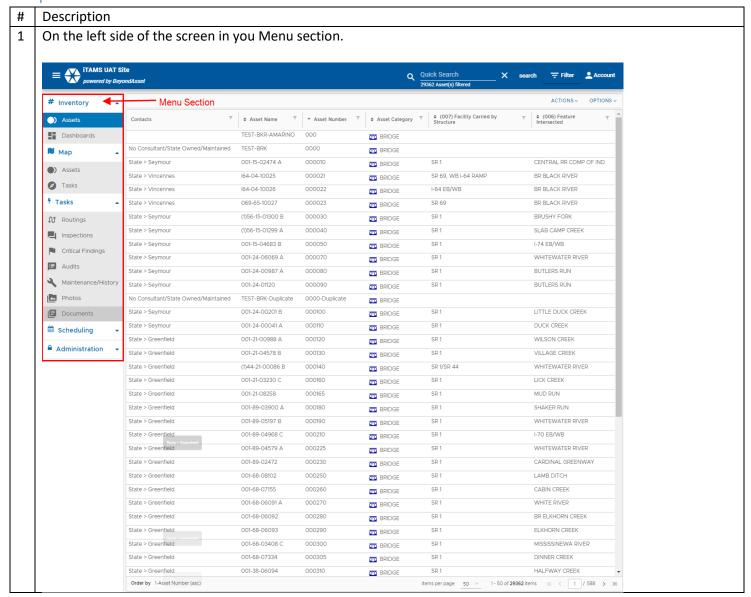# How to Navigate within the Web Application

	This function is located in: **Inventory**

Description

This "HOW TO" manual describes the Principles of Navigate and Screen Concepts within the Web Application.

Steps

#	Description
1	On the left side of the screen in you Menu section.

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| 2 | In the top right of the screen is your Search function. This is where you can search by Asset Name or Asset Number. |

| 3 | In the top right of the screen is your Account section. Where you can Edit your password, View your Profile, and Logoout. |

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4	In the top right of the screen is your Filter button.

5	In the top right of the screen is your Actions button. Where you can add additional Assets.

6	In the top right is your Options button where you can select what and how you would like to view.

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7	In the center is your Content. This is were a list of Assets are displayed.

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8	Select an Asset by clicking on one of the Assets in List.

9	Towards the bottom of the page you will see blue rectangle bars. These are what we call *Chapters*. *Chapters* are a way to organize and view attributes. We will discuss Chapters in more detail later on.

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10	Click on the blue downward carrett to expand the Chapter and view the attributes listed in the Chapter.