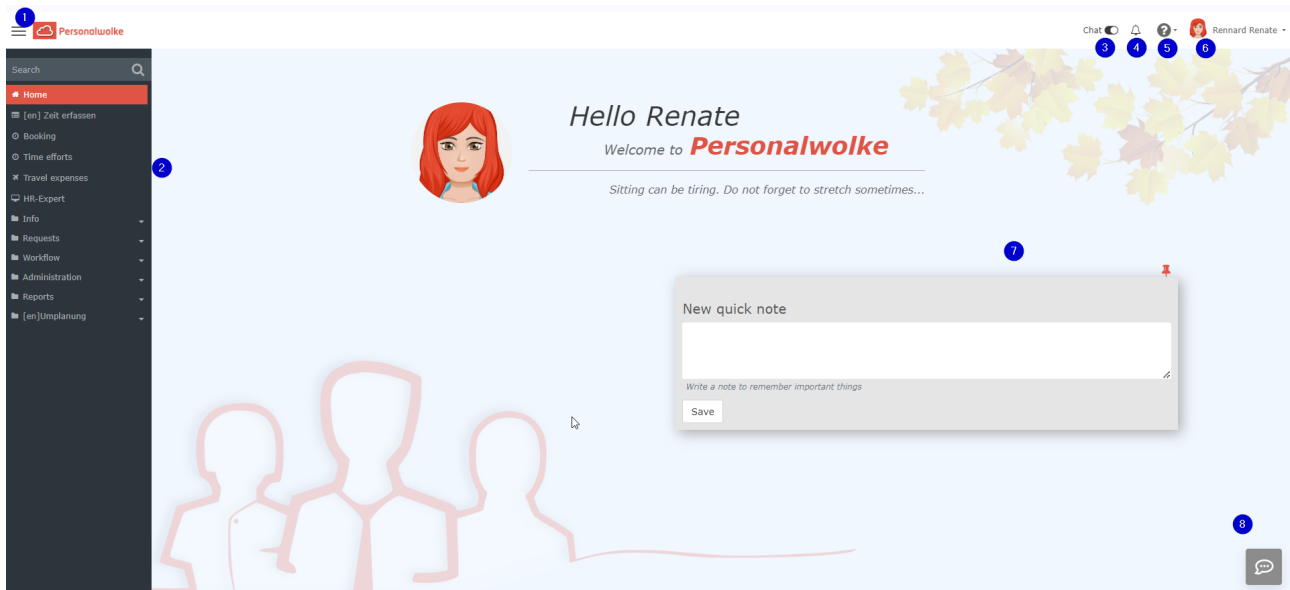


# Personalwolke welcome page

## User interface/desktop

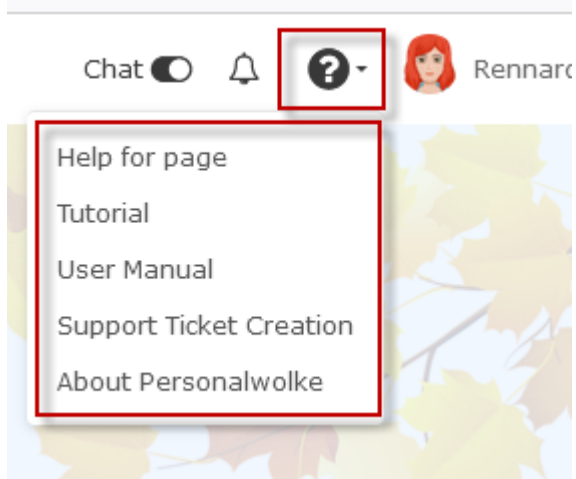
The Personalwolke welcome page has an intuitive and modern design, which adapts dynamically to the type of device used (smartphone, tablet or PC). The user has the following options on the start page.



- 1 shows a button for quickly showing or hiding the menu bar.
- 2 shows the menu bar

### Navigation bar:

- 3 + 8 show the chat function. This function is activated by default and you can use it to chat directly with one of our support staff. The chat button “Speech bubble” appears at the bottom right of every page in Personalwolke. If you do not need it, slide the bar to the left. This function is only available to admins
- 4 (bell) shows whether and how many new open tasks need to be completed. By clicking on the bell, you can switch directly to your open tasks.
- 5 (question mark): Clicking on this opens a selection menu
  - **Help for page:** You will be redirected to the page in the manual on which the current function is explained.
  - **Tutorial** [not yet activated across the board]: Here you will be forwarded to the assistance tours
  - **User manual:** clicking on this will take you to the start page of the manual
  - **Support Ticket Creation** (this function is only available to admins)
  - **About Personalwolke:** info function about version used etc.

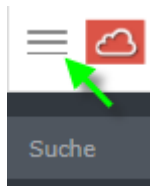


- **6** shows the name of the logged-in user (top right). Below this you will find the option to change some profile settings directly, see chapter Settings  
Administrators also have the option here of switching the view to that of another user.
- **7**: The area in the middle is the notes field. System messages are displayed here.

## Navigation menu

The width of the navigation menu can be individually adjusted by clicking and dragging the small white arrows on the right side of the navigation menu.

You can show or hide the menu completely by clicking



on