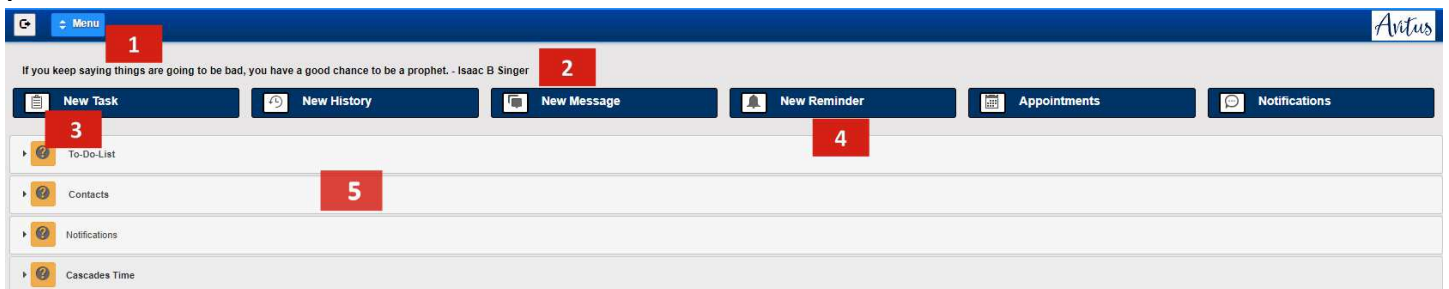


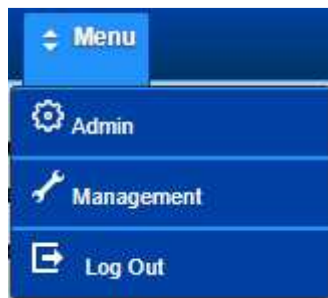
Cascades Home Screen

The Home Screen contains **5** navigation sections to access all the Functionality of Cascades.



1 The **Menu** also allows for access to

- **Admin** which is for the use of the System Administrator.
- **Management** function which is subject to permission settings



2 A different **Motivational Quote** will display every time you access Cascades. Motivational Quotes are centrally controlled by Avitus.

You can mail us at cascades@avitus.co.za should you have any inspirational quotes you wish to be added.

We will confirm the Quote and acknowledge your contribution

Help Files

Help Files are available at almost every level in Cascades

3 Quick Access Activation Buttons

Click the relevant button to access the required function.

New Task

New History

New Message

New Reminder 2

Appointments

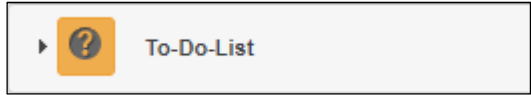
4 The Buttons also serve as Notifications Buttons.
A number within a Button will indicate that you have Items requiring action.

- Notifications consist of the following
- Tasks New Tasks allocated to you by another Assignee
 - History History Tasks requiring Follow-up
 - Messages New or unattended Messages from other Assignees or a Contact
 - Reminders Items you need to be reminded of

Notifications 2

The Notifications Button is the total of all Notifications.
You need to click the Notifications Button to access Notifications

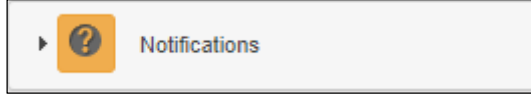
5 There are **4 Accordion Menu Bars**



To access the To-Do-List



Access to Contacts



Access to Notifications



Access to Time Sheets

Click on the Help Icon to obtain help for the selected Function
Click in the middle of any Accordion Menu Bar to Close and/or Open the Menu Function.

System Administration

- Admin

The system allows for the creation of more than one Administrator.

Admin controls the following

- Company Setup
- Creation of Cloud Folders and Files
- Creation of Task Groups and Task Activities
- Contact Categories
- Regions
- Assignee Groups, Assignees and their Permissions
- Time Sheet Permissions
- Alerts
- Time Tracking

System Administration - Management

The system allows for the creation of more than one Administrator.

Access to System Management is subject to Permission Settings which should generally, only be granted to Assignees at Supervisory level.

Management allows for

