







# FIELDGLASS SUPPORT










menu bar or the Fieldglass logo at any time to return to the Fieldglass home page.

3. Work Items are transactions that require action in Fieldglass. Click the **Work Items** menu to view all active work items for your user account. **Messages** are another way to view alerts/notifications that the Fieldglass tool will automatically send out to managers tracking various activities within the tool.
4. Companies may display a customized announcement on the Home page. Announcements may be visible to buyer users, supplier users, or to workers.

**Menus**

Navigating in Fieldglass is accomplished through Menus. Menus are listed at the left of every screen in Fieldglass:

Fieldglass Menus	
Item	Description
<b>Home</b>	The <b>Home</b> page is your starting point within Fieldglass. The Fieldglass home page provides you quick access to messages and items requiring your attention (work items). Click the <b>Home</b> menu at any time to return to the Fieldglass home page.
<b>Sidebar Menu</b>	Use the <b>Sidebar</b> menu to locate and view items, such as SOWs. For example, if you select <b>Statement of Work</b> from the <b>Services</b> menu, the system shows the current SOWs for a specified date range. You can use the search options at the top of each list to filter the items that are displayed.
<b>Create</b>	Use the <b>Create</b> menu to create new transactions in Fieldglass. The items you can create will be based on your specific system configuration.
<b>Analytics</b>	Use the <b>Analytics</b> menu to run or create reports.
<b>Work Items</b>	Use the <b>Work Items</b>  menu to display a list of current items that require action.
<b>Message Center</b>	Use the <b>Messages</b>  menu to view a list of messages that have been sent to you.
<b>Admin</b>	Use the <b>Admin</b>  icon to access the Admin menu.
<b>Help</b>	Use the <b>Help</b>  icon to access Online Help, Release Notes, and the Reference Library. In addition, the <b>Help</b> menu allows you to view contact information for Fieldglass support as well as the Fieldglass application version.
<b>Settings</b>	Use the <b>Initials</b>  icon to adjust your personal preferences such as date format, time zone & display name, or to update your password.





## GETTING STARTED















3. Review the Filter options and update to desired settings.
4. Select the report Output Format.
5. Click **Run**. The report will be automatically generated in the selected format. Depending on the internet browser being used and its associated settings, users may be prompted to download or save the report, or the item may be automatically downloaded.