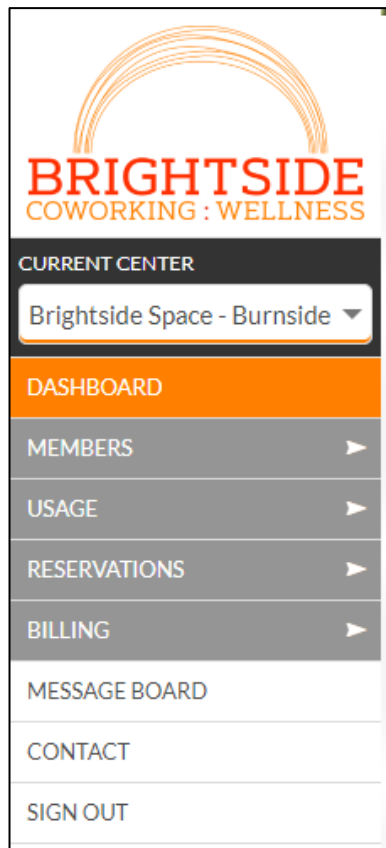


Navigating the Menu Bar



The left side of the screen is the navigation menu. The CURRENT CENTER is automatically set to the center associated with your subscription. All activities must be confined to this center. The Orange Menu item indicates the current selected application page. Click on Gray menu items to expand the menu and see available application pages.

- DASHBOARD – Provides a quick snapshot of relevant information.
- MEMBERS – Includes your member profile and a site directory of active members.
- USAGE – Click here to view you prior reservations and reservation pass balance, or to generate a usage report.
- RESERVATIONS – Click here to view the Reservation Calendar, Create a New Reservation, or view and edit existing reservations.
- BILLING – This menu contains options to maintain secure payment information and view previous and current invoices.
- MESSAGE BOARD – View or post messages to site members or staff.
- CONTACT – This option will take you to the [member resources page](#) on our Brightside Coworking website.
- SIGNOUT – Click here to end your session.