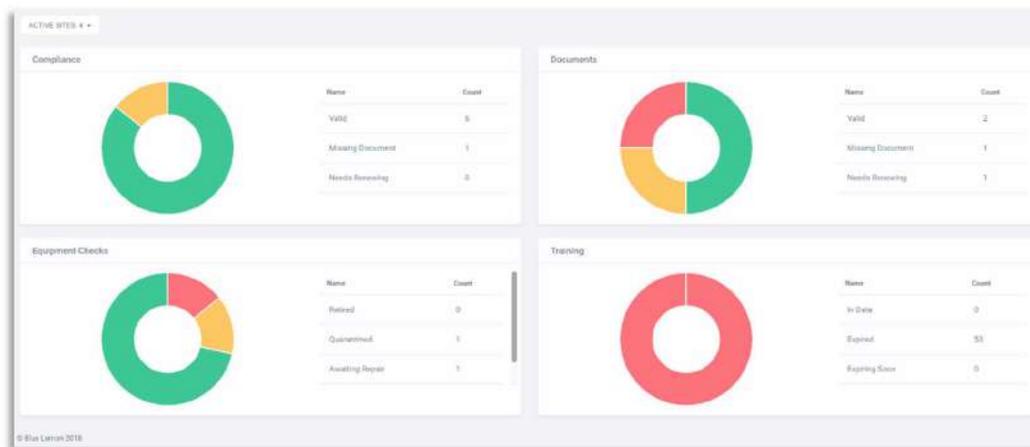


## Introduction to the Blue Lemon System

Blue Lemon is a complete cloud-based Health, Safety and Compliance Management system, allowing online access to health, safety, compliance and training records through an online portal from anywhere with internet access.

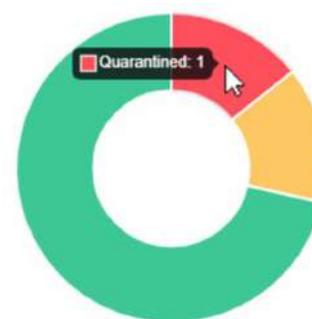
### The Dashboard & Sidebar; an introduction to the Blue Lemon Interface

#### The Dashboard



When you log in to the Blue Lemon portal, you are greeted by the dashboard. This screen displays an overview of four of the available modules; Compliance, Documents, Equipment and Training (don't worry, these will be covered in depth later on in this manual), showing the current performance in each area, and where action may need to be taken.

Hovering your mouse over the performance graphic will reveal what each area represents, and the number of items under that section. On the example on the right, the red area represents quarantined equipment, and there is currently only one piece of equipment that has been quarantined.



Clicking the relevant section will take you straight to the module, where the outstanding actions etc can be viewed.

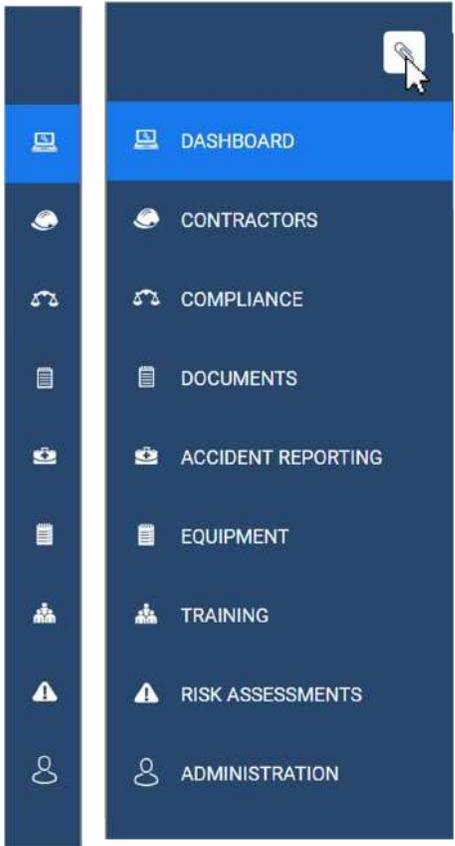


In the top left corner of the dashboard, an 'Active Sites' drop-down button shows the number of active sites registered. Clicking this will display a box with the sites' names in it. Clicking on these will allow the user (dependant on access permission level) to be able to toggle between the results and action for specific sites or groups of sites, which will then be displayed on the dashboard overview.



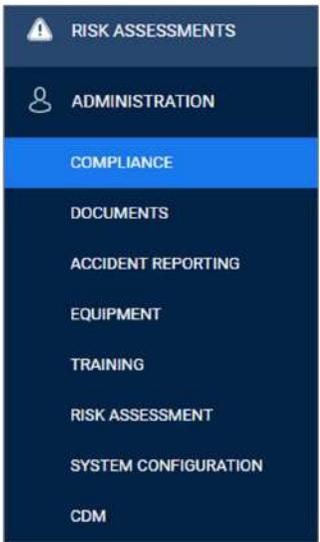


## The Sidebar



Navigation throughout the Blue Lemon System is managed through the sidebar menu. By default, it appears in a minimised view (see far left), expanding when hovered over with the mouse (this can be pinned in place by clicking on the paperclip seen on the fully expanded sidebar – left).

Clicking on any of the first eight selection will take you immediately to that module's overview page.



Clicking on the 'Administration' option will open a further drop-down offering access to system settings and the administration areas of the modules. Access to these areas are dependant on permission level (set by your Blue Lemon Administrator).