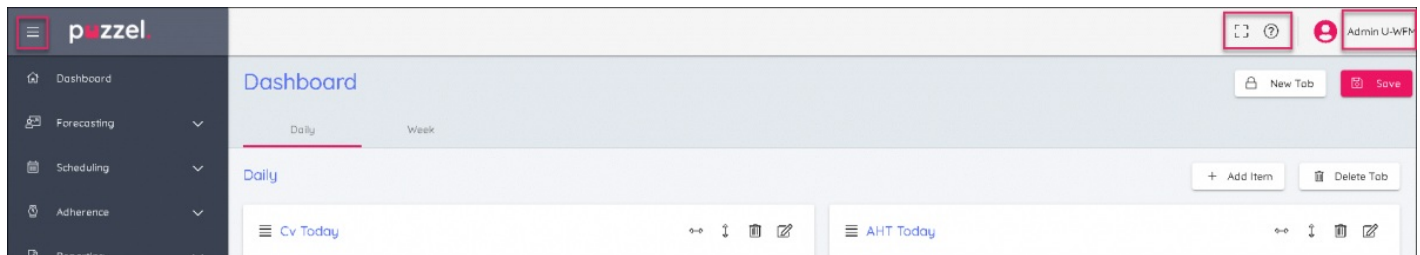


Planner(Admin portal)



1. Click on the hamburger symbol at the top left of screen to expand or collapse the left menu.
2. At the top right of screen are 3 symbols - they are
 - Full Screen Mode (press Esc to return to normal view)
 - Settings to enter the administrator controls
 - The Knowledge Base
 - Email address - Where you can change your password or logout.