

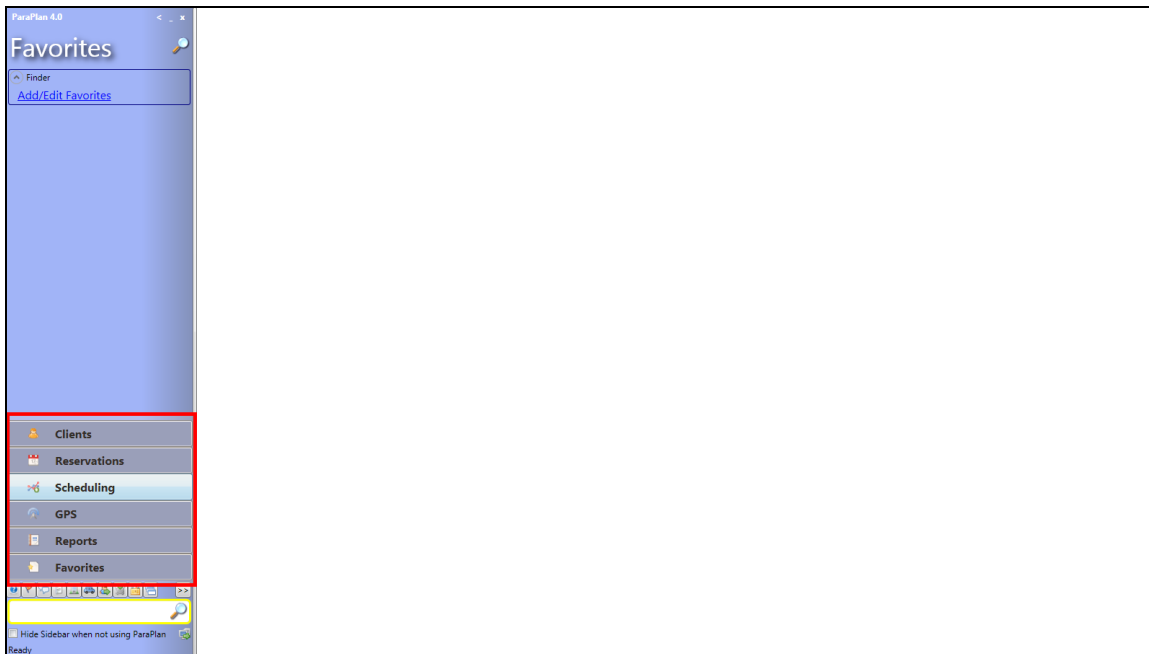
## ParaPlan Tutorial: Sidebar Buttons

[www.engraph.com/training.aspx](http://www.engraph.com/training.aspx)

### Introduction

The following is a technical document outlining the various sidebar buttons in ParaPlan.

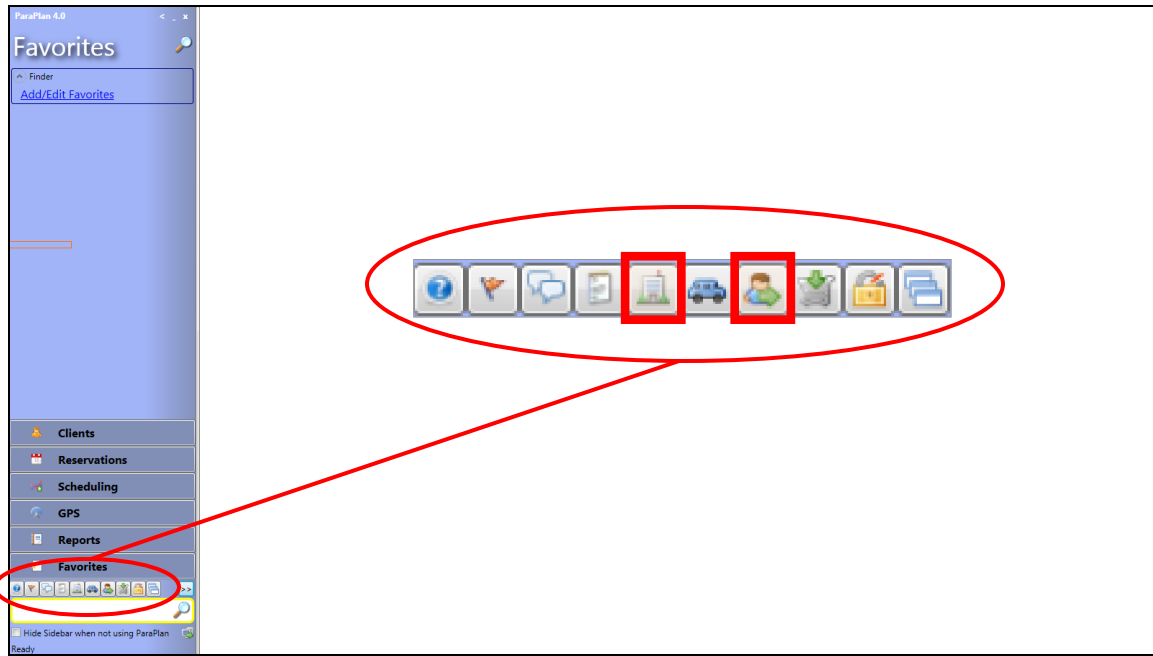
#### First Tier



#### Slide notes

Here is the ParaPlan sidebar, it is always found on the left side of your desktop. The sidebar buttons are divided into 3 basic groups, or tiers. The first tier is prominently displayed near the bottom of the sidebar. These buttons are the most frequently used within ParaPlan.

## Second Tier



### Slide notes

Below this group is the 2nd tier of buttons, which are used less frequently than the 1st tier. Features here include... **common destinations** and **drivers**. To access the 3rd tier, click the expander button here...

## Third Tier



### Slide notes

The 3rd tier will then pop out from the sidebar as shown. Buttons here include Appointment Types, Cancel Codes, and other features not typically used on a daily basis.