Working with the main InsightFill Page

The page displayed above is the main working page or Home page of the InsightFill website.

Website Security

Notice in the URL bar at the top that the website address begins with **https:** and that there is a lock symbol in the URL bar. This means that you are communicating with the InsightFill Server using data encryption that is similar to what is used on bank websites. Nobody can intercept these encrypted communications between you and the InsightFill website.

Below the URL bar to the right of the page it tells you what user name you are logged in as and there is an icon to **Logout**. We strongly recommend that, when you are finished working on the site, you click on the **Logout** link rather than leaving the website open or simply closing your browser. This will ensure that no one can access your computer and go to the site without logging in again. It also frees resources on the server.

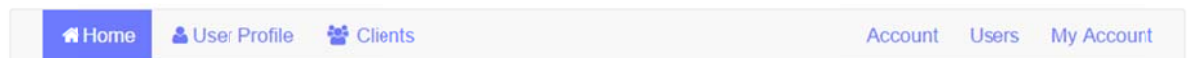## Exploring the Areas of the Home Page

The InsightFill site has the following page elements:

- The **Header** area contains the InsightFill logo, a Welcome message and a Logout button. This area remains constant for all pages of the InsightFill website.

- The **Navigation Menu** allows you to select various areas of the site to work on aspects of the clients and templates.

The navigation menu is visible throughout the site near the top of the page and allows you to select one of the following options:

1. **Home** brings you to the Home page where you will typically perform the most common functions related to completing interviews and assembling documents.
2. **User Profile** brings you to the area where you can set up the information about your organization and your personal details so you do not have to re-enter them for every document that you prepare.
3. **Clients** brings you to a list of your existing clients so that you can perform a variety of administrative tasks with the list.

4. **Account** displays a screen summarizing your account information including the type of subscription that you have and the expiry date of your subscription.
5. **Users** displays a list of users in your organization. This is only visible if you are in an organization that has multiple subscribers **and** you are the administrative user for the organization.
6. **My Account** displays a screen showing your options for subscribing or renewing your subscription and it shows you information about what amounts have been billed.

- The **Working Area** of each page varies depending on what option has been selected in the navigation menu. It will either display information or allow you to perform various tasks.