

The screenshot shows the Alden One homepage with a user profile dropdown menu open. The menu items are: User Settings, Training & Help Documentation, Give Us Feedback, Logout, and Show Columns. Five numbered callouts indicate the steps for accessing the user settings menu:

1. Clicking the user name (CTL Admin CENTURYLINK).
2. Clicking "User Settings".
3. Clicking "Training & Help Documentation".
4. Clicking "Give Us Feedback".
5. Clicking "Logout".

The main content area displays a table of conversations with the following data:

Conversation #	Type	Last Update	Title	Initiated By
746037	TEST-CTL Transfer Notice	2/4/2019	test	ctladmin@centurylink.com
746029	TEST-CTL Field Inspection	1/29/2019	test	ctladmin@centurylink.com
746028	TEST-CTL Field Inspection	1/29/2019	test	ctladmin@centurylink.com
746027	TEST-CTL Transfer Notice	1/29/2019	test	ctladmin@centurylink.com
746020	TEST-CTL Field Inspection	1/29/2019	test	ctladmin@centurylink.com
746016	TEST-CTL Transfer Notice	1/16/2019	test	ctladmin@centurylink.com
746015	TEST-CTL Pole Correction	1/29/2019	test	ctladmin@centurylink.com
736010	TEST-CTL Field Inspection	1/14/2019	test	ctladmin@centurylink.com
735993	TEST-CTL Field Inspection	1/12/2019	test	ctladmin@centurylink.com
735989	TEST-CTL Field Inspection	1/14/2019	test	ctladmin@centurylink.com
735851	TEST-CTL Field Inspection	11/8/2018	test	ctladmin@centurylink.com

page walkthrough

- ① Access the User Settings menu by clicking your user name.
- ② To edit your user settings, click "User Settings"
- ③ Click here to view training and help documentation.
- ④ Give us feedback about Alden One by clicking here.
- ⑤ To log out of the application, click "Logout."