# Admin UI Overview

When you first log in to your pickAtime account, you will automatically land on the Administrative User Interface, with the Event Reports displayed by default.

## Profile & Sidebar Navigation

- **Profile Settings**: In the top-left corner, your name is displayed. Click the back arrow (<) to edit your profile, change your password, or log out.
- **Minimize Sidebar**: Click the "X" in the green ribbon to collapse the sidebar and expand your workspace.

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- **Multi-Account Users**: Use the Vendor drop-down menu to toggle between different accounts.

## Left-Hand Navigation Menu

- **Reports**: View both account-wide and event-specific data.
  - **Account Reports**: Select this button to view billing and global data.
  - **Event Reports**: Select this button to view data for specific events. Use the Event drop-down to switch between events, and the Report drop-down to switch between specific report types. (See the Reports section for more details).
- **Events Preview**: Create, view, and manage your scheduled events.
- **Appointments List**: View all upcoming appointments globally, or filter them by date/event. From this page, you can delete appointments and send one-off emails to participants.
- **Contacts**: Manage all users linked to your account (Administrators, Participants).
  - Participants: View scheduled appointments, history logs (bookings, cancellations, emails sent), or manually reset participant passwords.
  - Administrators: View and adjust administrative access levels.
- **Importer**: Upload your roster and data files.
- **Global Setup:** Manage your sitewide configurations across two tabs:
  - **Business** : Update your company name, address, and core account settings.
  - **Contacts**: Create custom prompts and forms for participants to complete when they first register on your scheduling site.
- **Calendar Sync**: Authorize administrators to sync their Google and/or Outlook calendars with the platform.
- **Online Scheduler**: A quick-access link to the live booking page (also known as the Customer User Interface or CUI).
- **Add New Account**: Opens a new window to set up a brand-new business or sub-account.
- **User Manual**: Opens the comprehensive Online User Manual in a separate window.

- **Tour This Page**: Launches an interactive, step-by-step guided walkthrough with helpful on-screen popups.

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