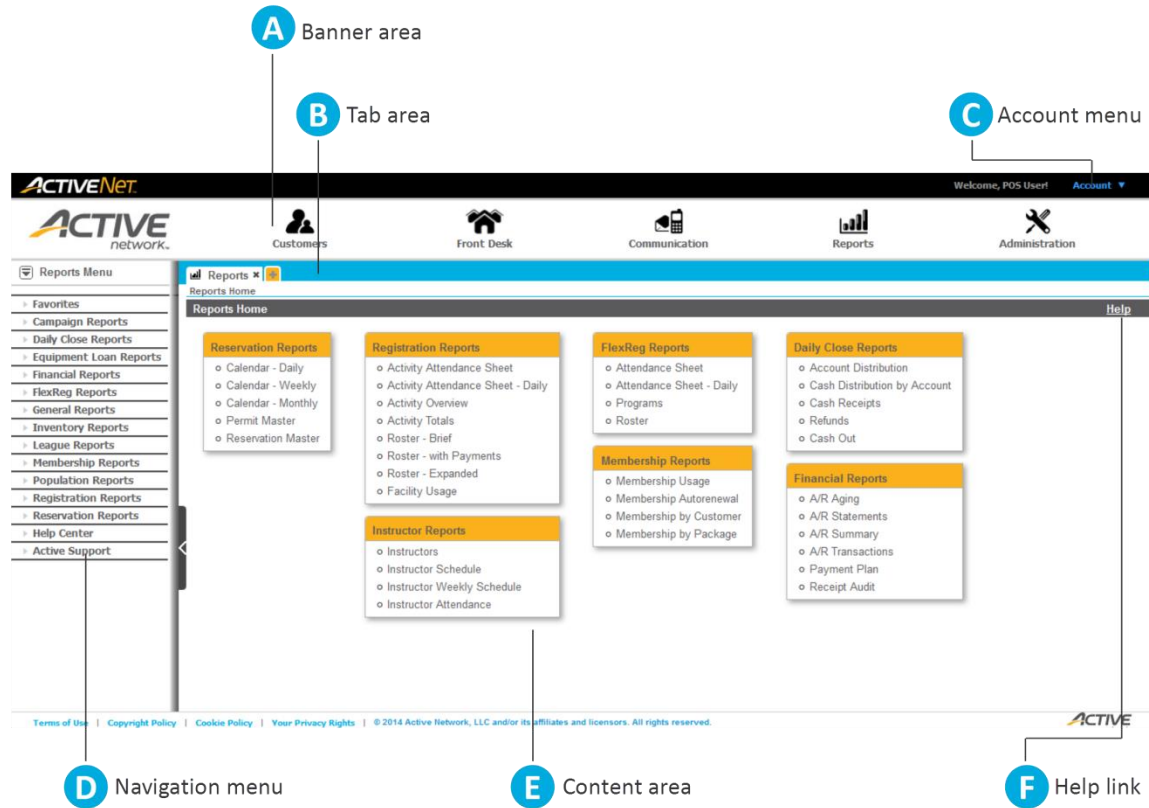# Overview of the ACTIVE Net staff interface

The ACTIVE Net staff interface is divided into navigation areas and menus that stay on the screen no matter where you go.

A **Banner area**: The banner area contains buttons that link to ACTIVE Net's main modules.

    i.   The **Customers** module includes all the tasks you'll perform when interacting with your customers and processing customer transactions:

- Edit customer details
- Manage family members
- View customer schedules
- View transaction histories
- View customer account balances
- Pay on account
- Create new enrollments, reservations, and memberships

ii. The **Administration** module includes all the behind-the-scenes tasks and configuration options that you'll use when setting up your programs, facilities, and fees:

- Campaign settings
- Daycare settings
- Equipment settings
- Facility settings
- Financial settings
- League settings

- Locations
- Membership settings
- Population settings
- POS settings
- Registration settings
- System settings
- Web admin

iii. The **Reports** module includes all the reports that you'll run to gather and track data from all parts of your organization.

B **Tab area**: You can open multiple tabs to work in more than one area in ACTIVE Net at the same time.

C **Account menu**: Open the account menu to edit your own user profile, or to change the workstation or site that you are currently signed in to.

D **Navigation menu**: The contents of the Navigation menu change depending on the module that you have selected in the Banner area. Click any of the categories in the menu to see a list of pages you can go to within that category.

E **Content area**: The largest area on the page contains the content that corresponds to what you have selected in the banner or in the navigation menu. If you click a button in the banner, the content area displays some of the most common tasks related to that module. If you click an item in the navigation menu, the content area displays the ACTIVE Net page for that item.

F **Help link**: Click Help whenever you want to know more about what you can do on the current page.

Note: Your organization's layout and wording may be different from the layout and wording in the image above.