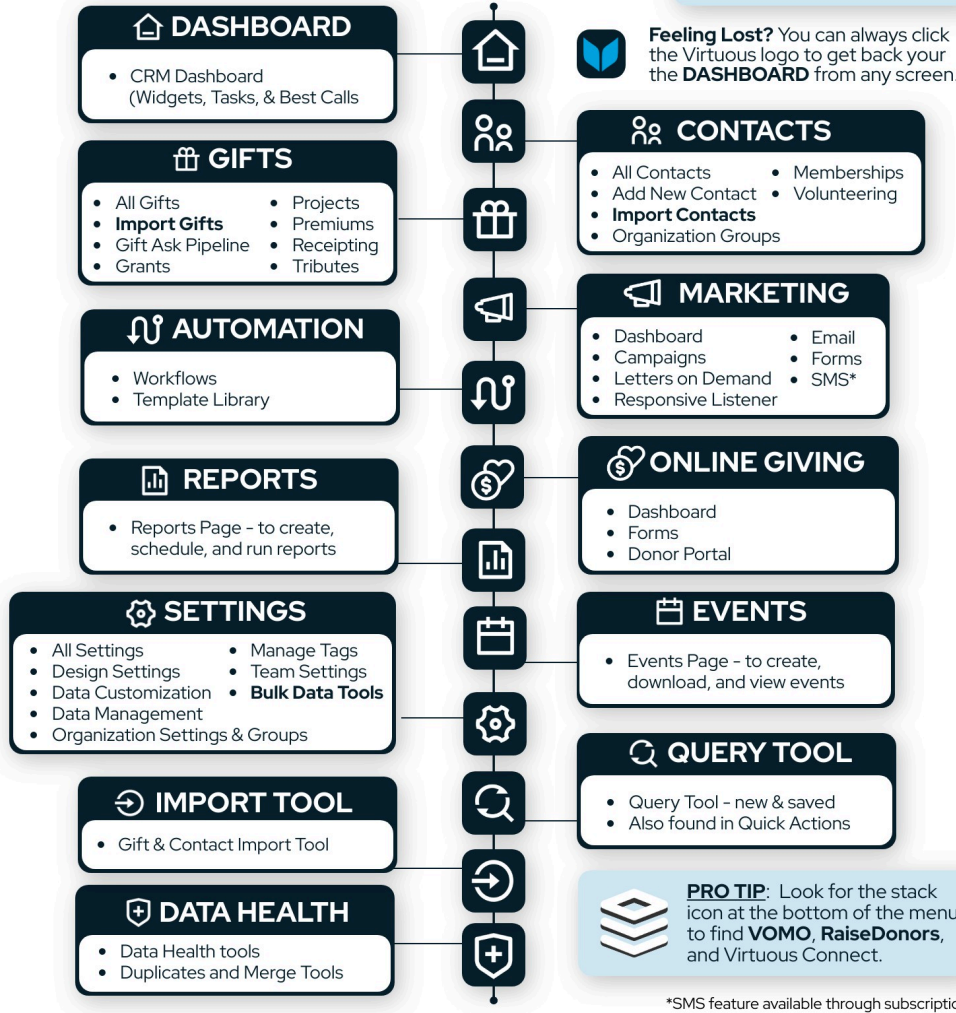# Navigation Quick Start

Primary Navigation

PRO TIP: Toggle the arrow at the top of the Primary Navigation bar to keep the menu open. →

Feeling Lost? You can always click the Virtuous logo to get back your the **DASHBOARD** from any screen.

⌂ DASHBOARD
- CRM Dashboard (Widgets, Tasks, & Best Calls)

🎁 GIFTS
- All Gifts
- **Import Gifts**
- Gift Ask Pipeline
- Grants
- Projects
- Premiums
- Receipting
- Tributes

👥 CONTACTS
- All Contacts
- Add New Contact
- **Import Contacts**
- Organization Groups
- Memberships
- Volunteering

📢 MARKETING
- Dashboard
- Campaigns
- Letters on Demand
- Responsive Listener
- Email
- Forms
- SMS*

AUTOMATION
- Workflows
- Template Library

ONLINE GIVING
- Dashboard
- Forms
- Donor Portal

REPORTS
- Reports Page – to create, schedule, and run reports

⚙ SETTINGS
- All Settings
- Design Settings
- Data Customization
- Data Management
- Organization Settings & Groups
- Manage Tags
- Team Settings
- **Bulk Data Tools**

📅 EVENTS
- Events Page – to create, download, and view events

🔍 QUERY TOOL
- Query Tool – new & saved
- Also found in Quick Actions

IMPORT TOOL
- Gift & Contact Import Tool

PRO TIP: Look for the stack icon at the bottom of the menu to find **VOMO**, **RaiseDonors**, and Virtuous Connect.

DATA HEALTH
- Data Health tools
- Duplicates and Merge Tools

*SMS feature available through subscription.

Action Bar

The **ACTION BAR** is located in the TOP RIGHT of your screen, next to your avatar.

ADD NEW CONTACT

CONTACT QUEUE

TASKS

HELP

- Virtuous Academy
- Support Articles
- Product Roadmap

Need more assistance? Contact support

- Virtuous Academy
- Support Articles
- Product Roadmap
- Featured Resources
- **Support Tickets & Help Chat**

QUICK ACTIONS

Fully customizable menu tab with up to 6 easy to access shortcuts for your most frequently used tools in Virtuous.

Automation	All Gifts	Projects
All Contacts	Campaigns	Query Tool

Edit Quick Actions

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smi

SEARCH BY TYPE
Contacts | Projects | Campaigns | Segments | Tags

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PRO TIP: Use the **Quick Search** bar at the top of the screen to view recent search results or to **search by type.** Just begin typing, and the search bar will start suggesting possible matches that can be filtered.