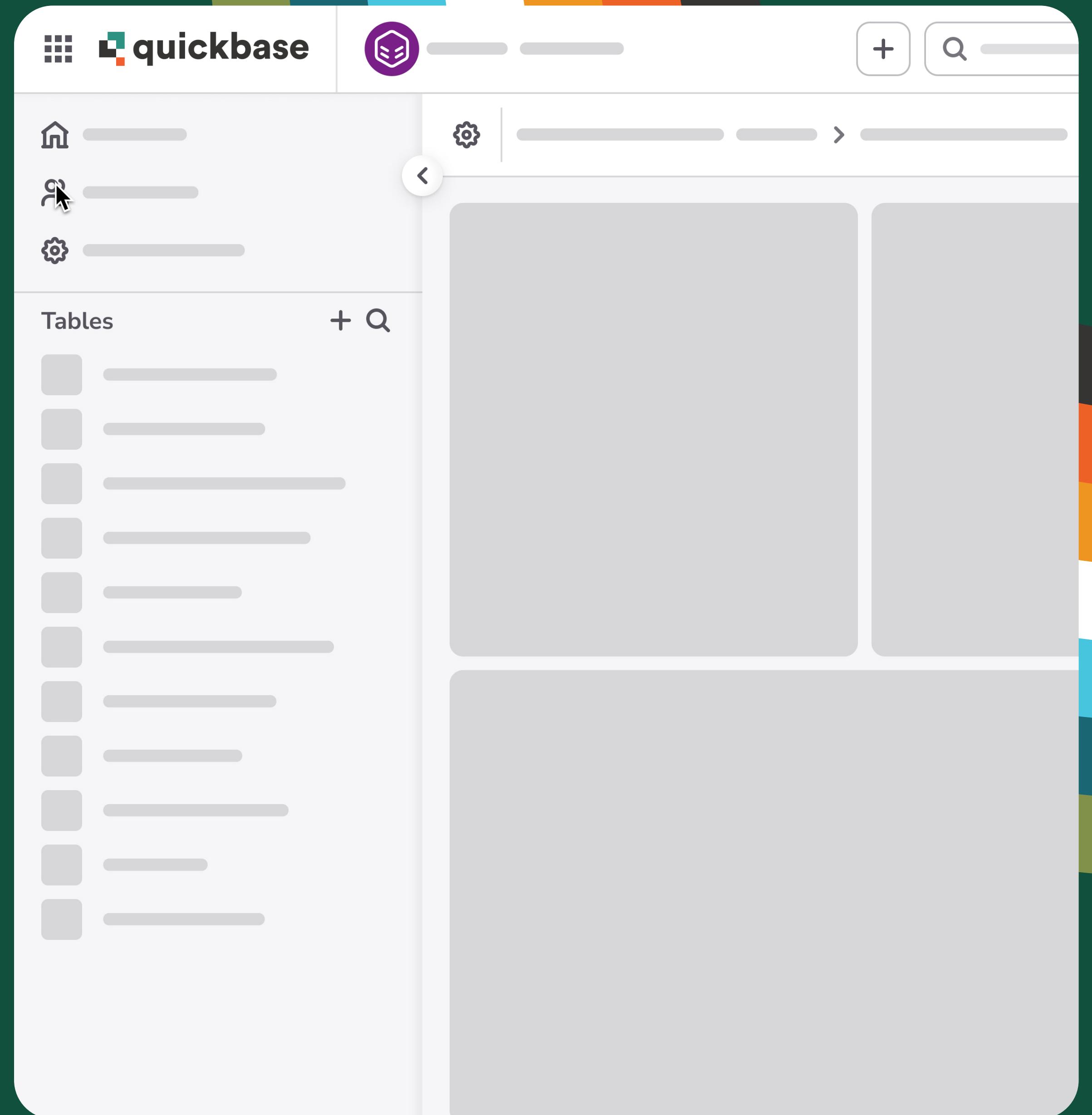
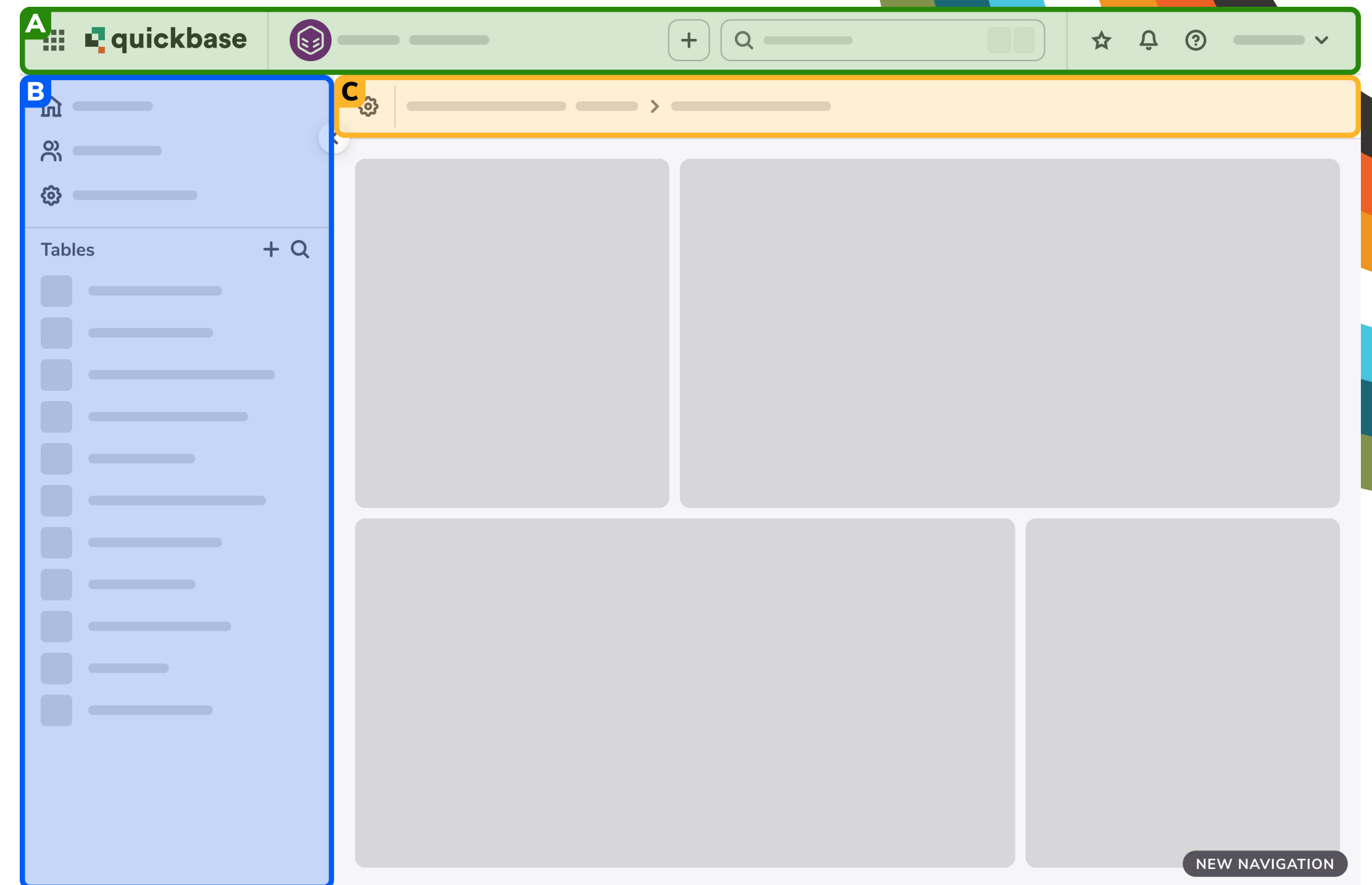
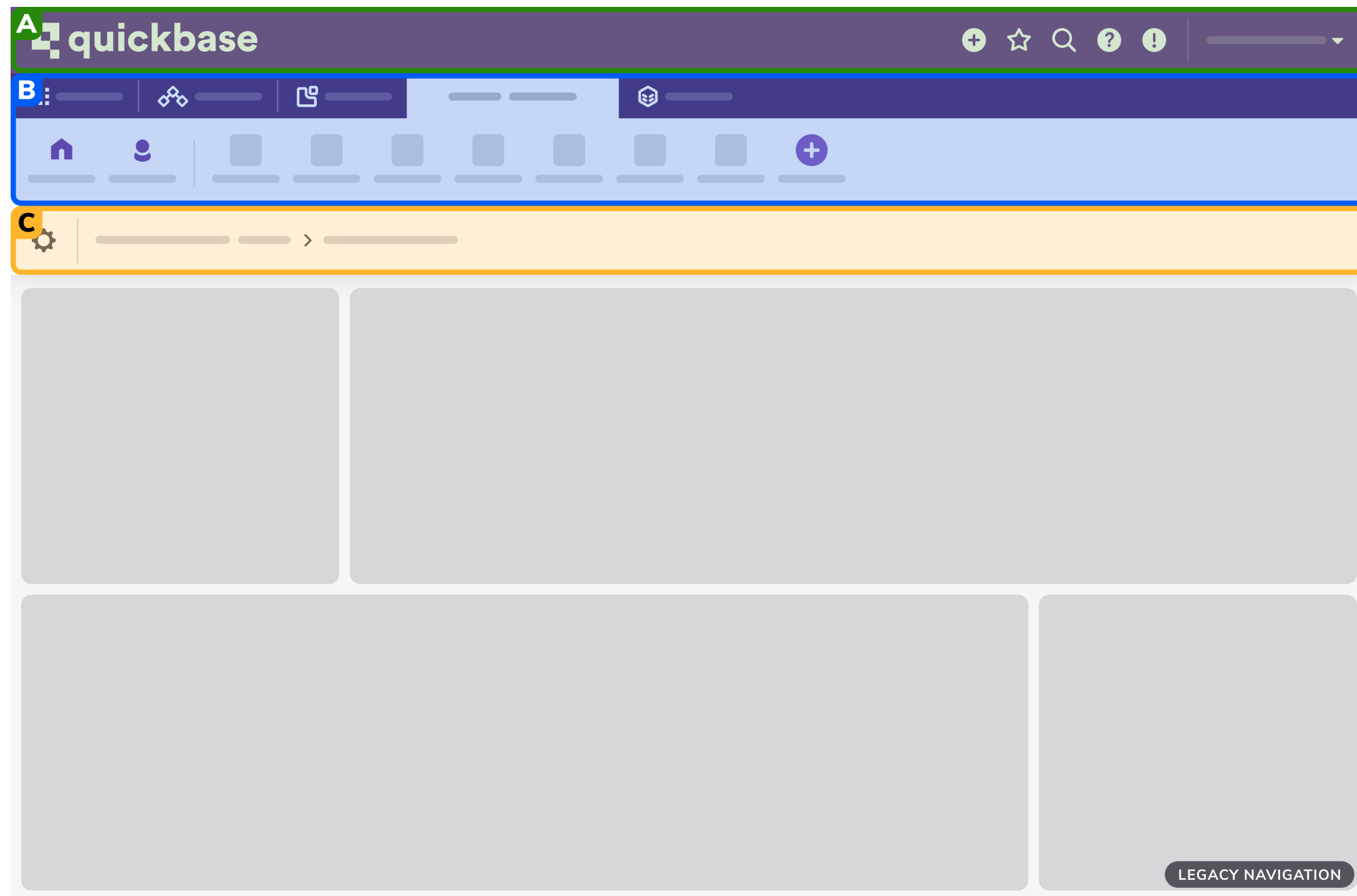


Guide to Quickbase's Updated Navigation

On October 1st, Quickbase's new navigation will be the default for all users. To help you and your teammates prepare for the change, we've provided this quick guide.





What's New?

In new navigation, the menu bar across the top moves to the left. New navigation gives you more valuable screen space while keeping your tables and access to other areas in the platform within easy reach.

Quickbase > My preferences

▼ My user preferences

Navigation

- Sidebar navigation
Access tables from the collapsible sidebar. [Learn more](#)
- Top navigation
Access tables from the top of the page

Controlling the Navigation Experience

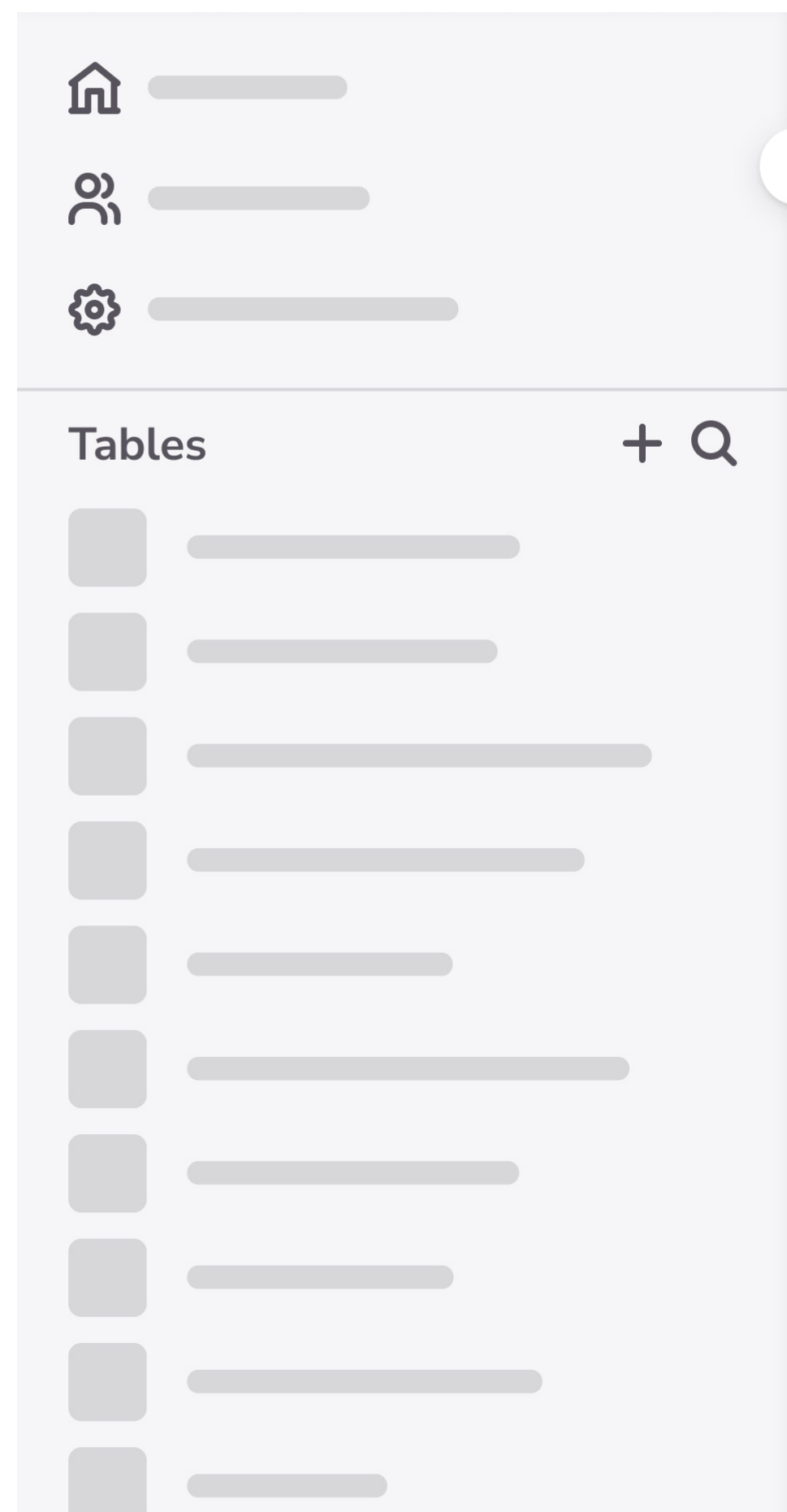
While we encourage you to try new sidebar navigation, the legacy top navigation will be available until early 2025 to help ease the transition.

1. Select the arrow next to **Hi, [user name]**
2. Select **My preferences**
3. Select **Sidebar navigation** or **Top navigation**
4. **Save** your preferences

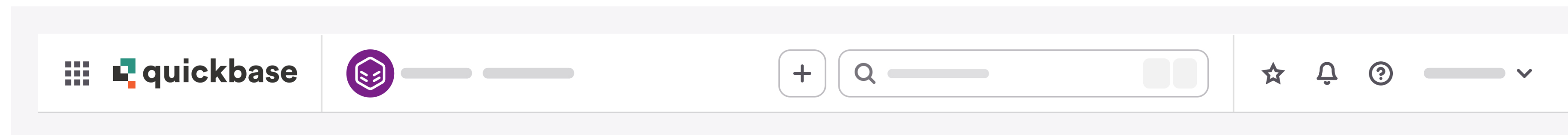


New Navigation Overview

Navigation updates consist of a collapsible sidebar and a new global navigation menu.



Sidebar



Global navigation menu



Sidebar

The sidebar contains the following links. You'll find links relevant to your permissions in the app, so they may vary based on your current settings.

All app users

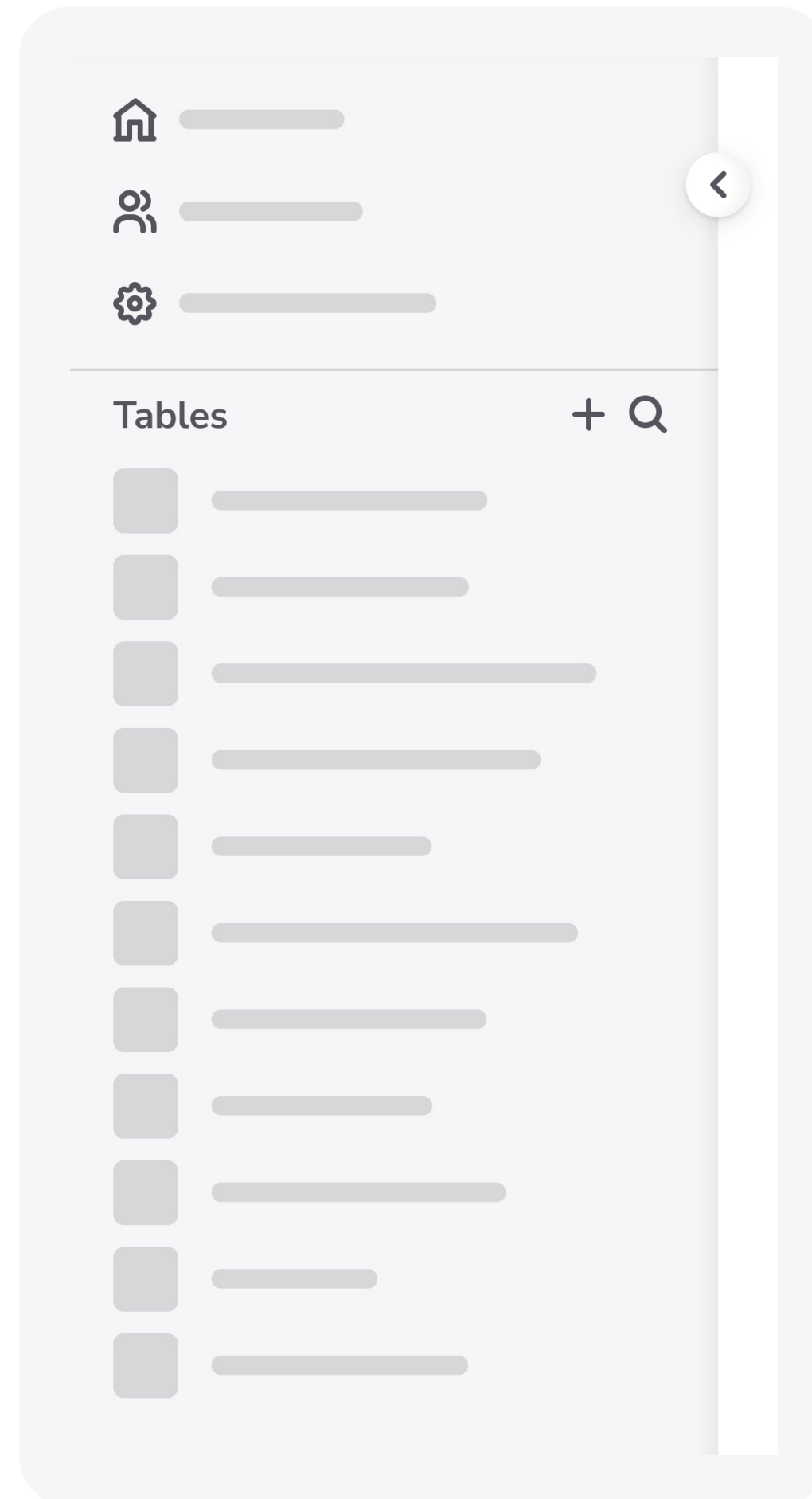
- App home
- Tables in the app

App admins with app building permissions

- App settings
- Table settings

Users with permission to share the app

- Users page

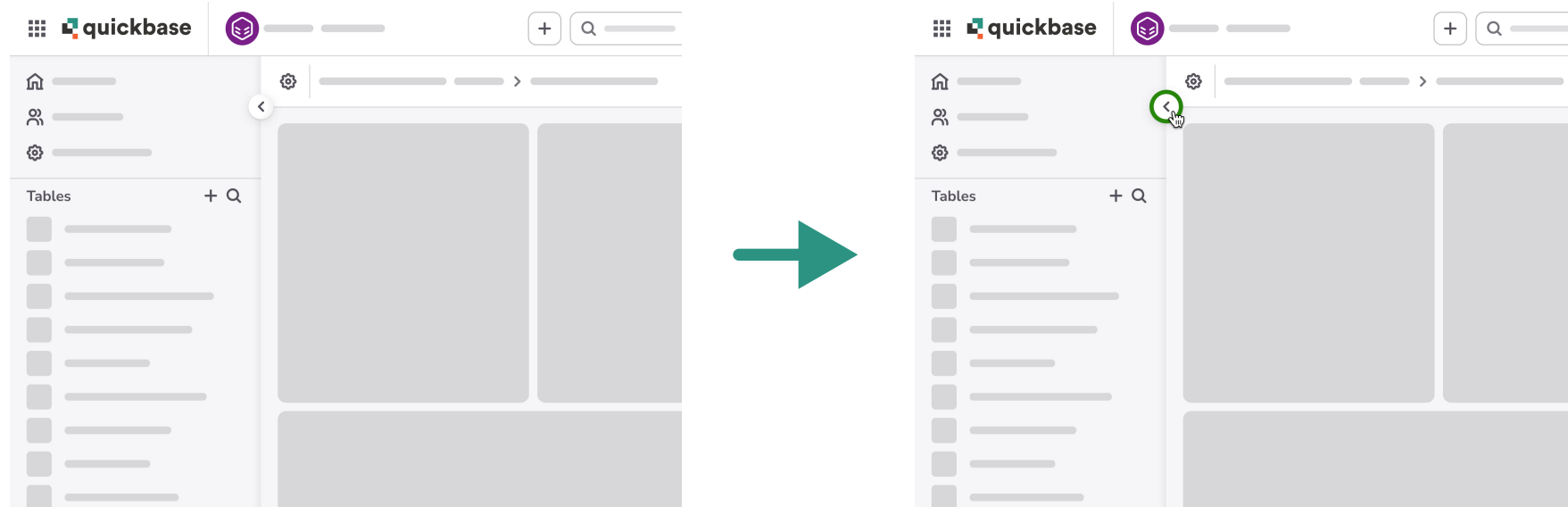


NEW NAVIGATION OVERVIEW

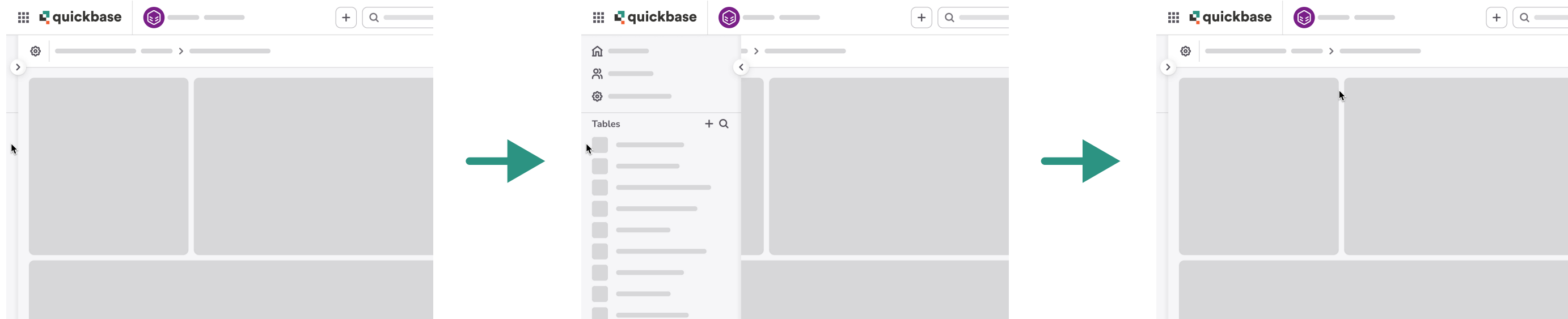
Using the sidebar

The first time you turn on new navigation, the sidebar is open by default.

To close and open the sidebar, select the arrow. The sidebar state persists as you navigate between pages.



When the sidebar is collapsed, hover anywhere on the gray bar to open it temporarily. Select the link you want to navigate to, and then the sidebar will automatically collapse.



Select and drag the edge of the sidebar to resize it.

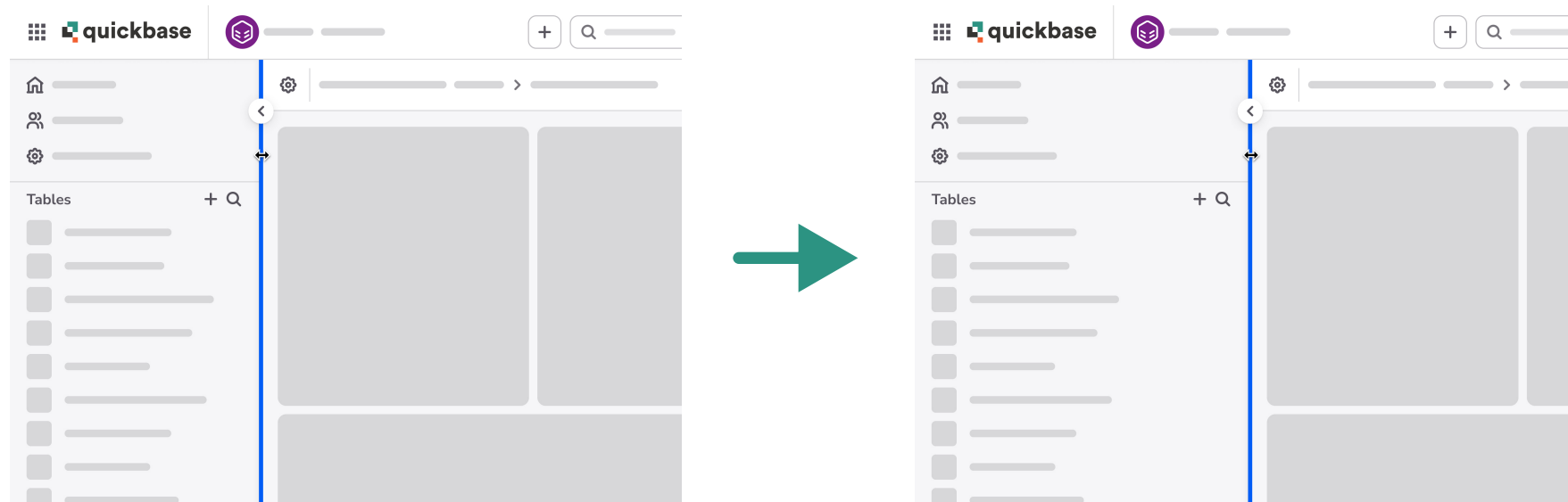
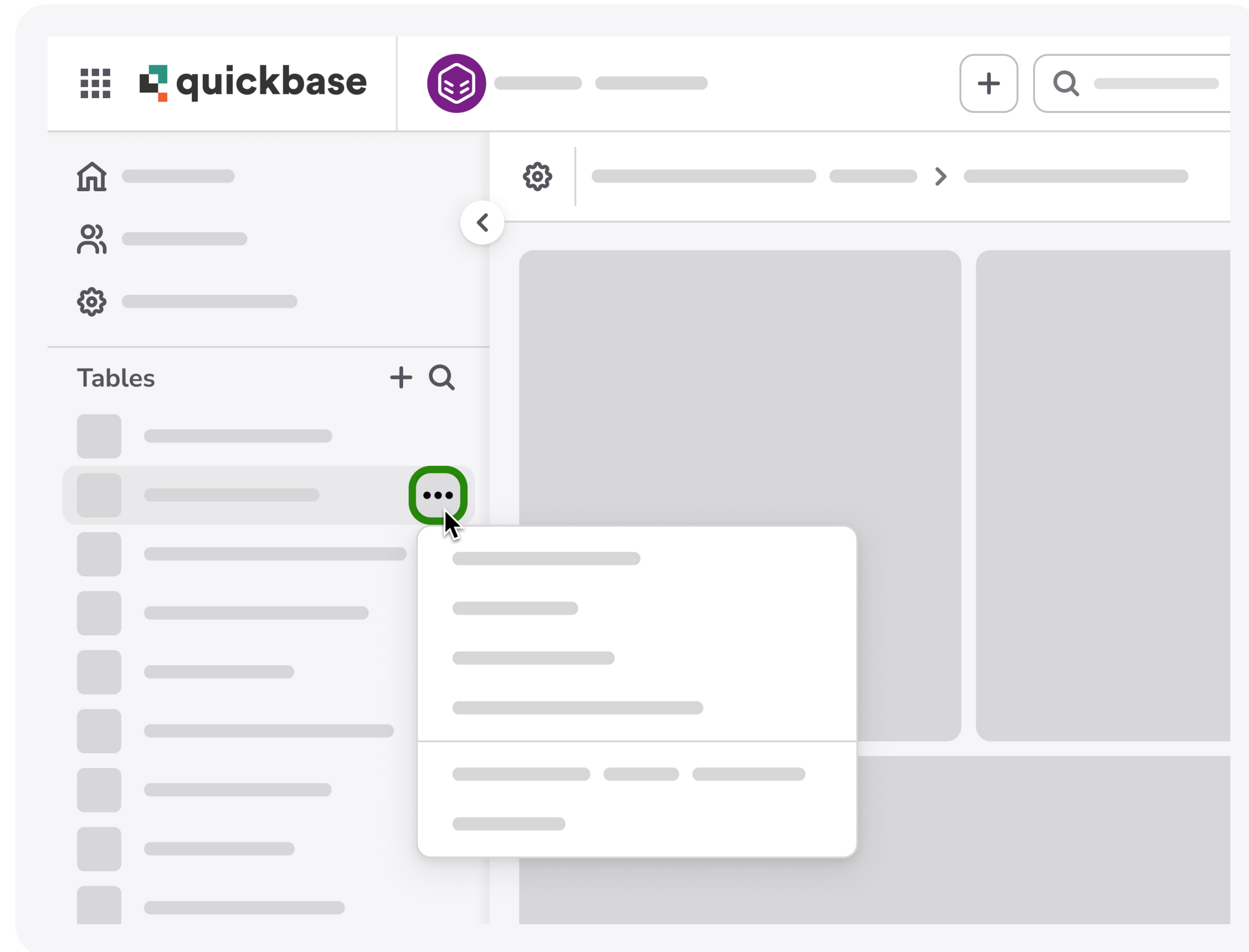


Table settings shortcut for app admins

With the new sidebar, we've introduced a shortcut to table settings. To see table settings, hover on the table name. Then, select the **more** menu.

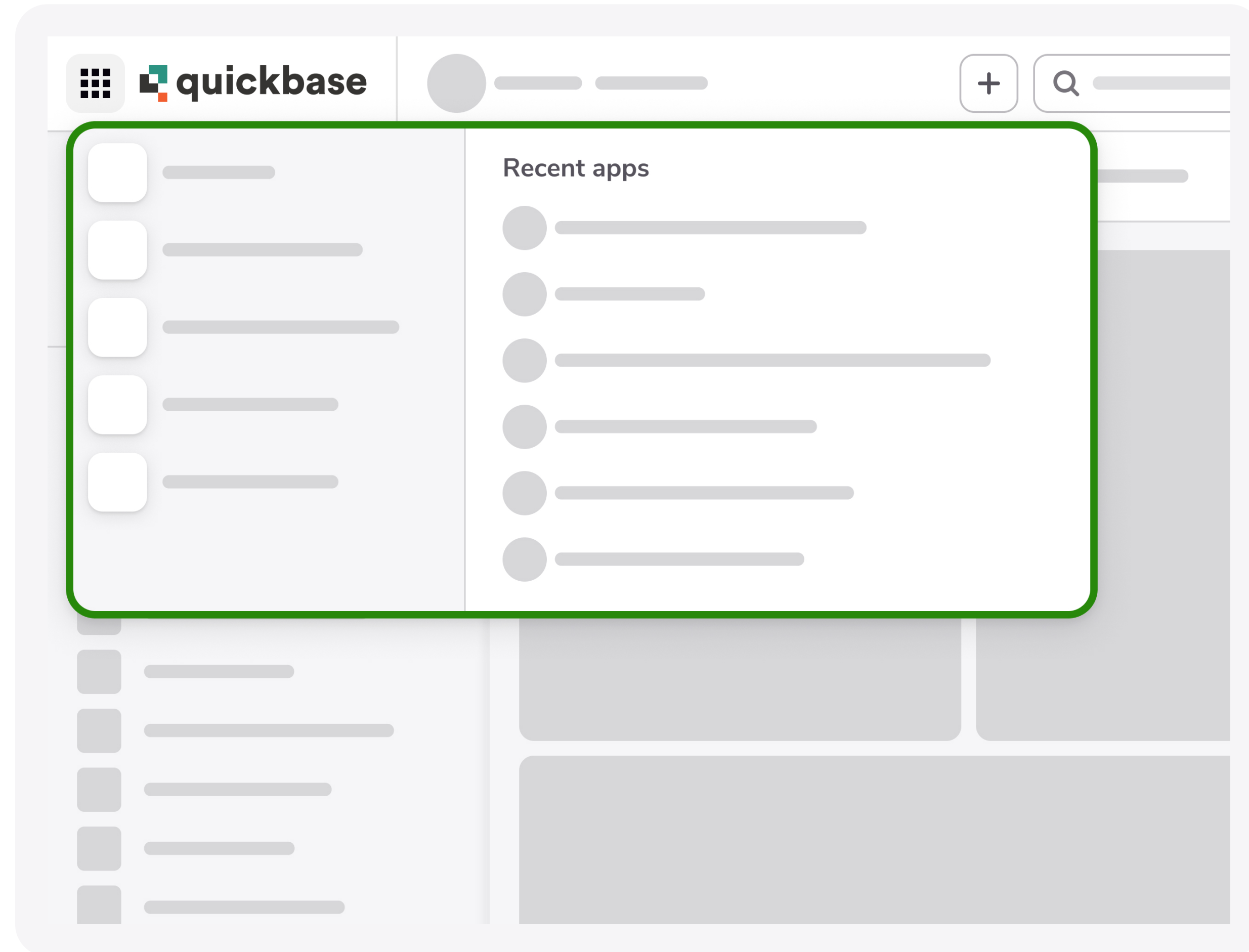
The menu contains the most commonly accessed table settings. Access all settings on the table page by selecting **All table settings**.



Global navigation menu

Navigate to other key areas of the platform, such as pipelines and the Exchange, as well as recent apps in the global navigation menu.

The menu shows up to 8 recent apps so you can quickly access them again. This functionality replaces the horizontal bar that displayed all open apps in tabs.



Resources

- [Introducing New Navigation](#) blog post
- [Building a More Intuitive User Experience](#) Empower video
- [Updates to Quickbase Navigation](#) help article
- In-context messaging and tours are available in the product itself

If you have questions or special considerations, please contact your realm administrator or tech support.

Happy navigating!

