

# Tour Guide

- Each page within MEplan includes a **question mark (?) icon** located on the top ribbon. This icon provides users with instant access to the **built-in Tour Guide** for that specific page.
- When selected, the Tour Guide launches an on-screen, **step-by-step walkthrough that highlights key features, buttons, and functions** relevant to the section the user is currently viewing. The guide explains what each area is used for and how to perform common actions.
- The Tour Guide is especially useful for new users, as it offers **contextual help without leaving the page**. It can also be used by experienced users as a quick refresher when navigating unfamiliar sections or new features. Users can progress through the guide at their own pace or exit at any time, making it a flexible and user-friendly **support tool embedded directly within MEplan**.

---

Revision #3

Created 15 December 2025 18:08:02 by Holly

Updated 20 January 2026 12:38:04 by Holly