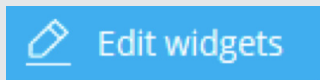
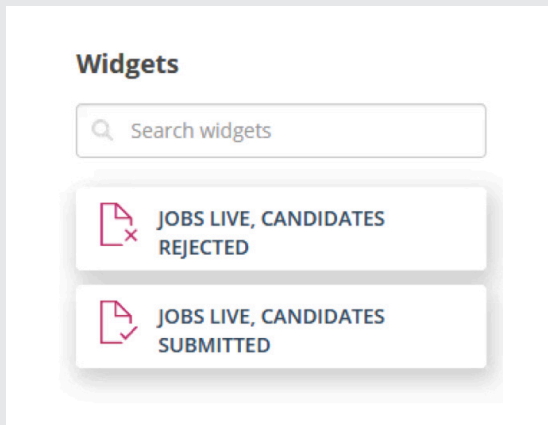


How to edit my dashboard

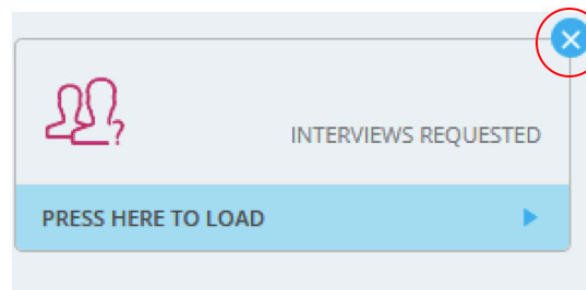
- 1. On your homepage select 'Edit Widgets'



- 2. Add tiles by clicking and dragging tile under "Widgets"



- 3. Remove tiles by selecting the 'X'



- 4. Each box is an action you can take

- 5. The number signifies the amount of jobs against that action

- 6. Click on the box and it will take you to complete and action

