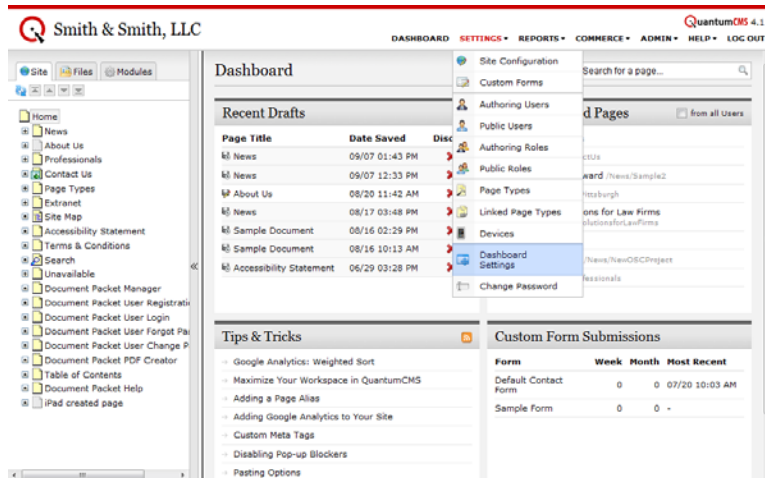


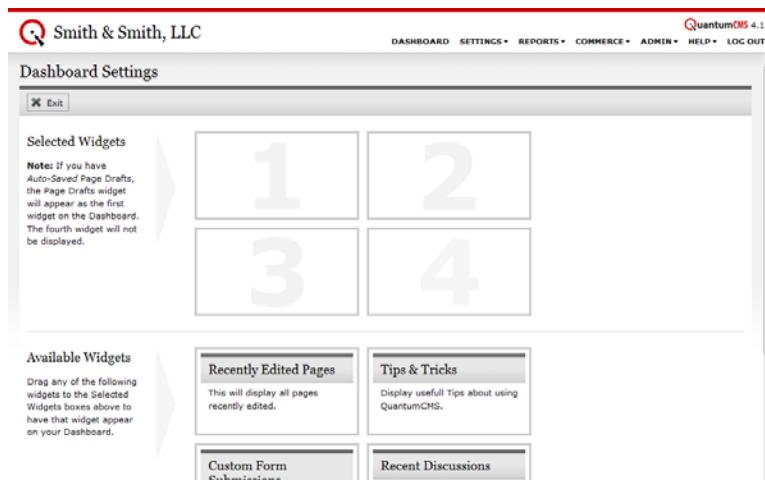
Customizing the Dashboard

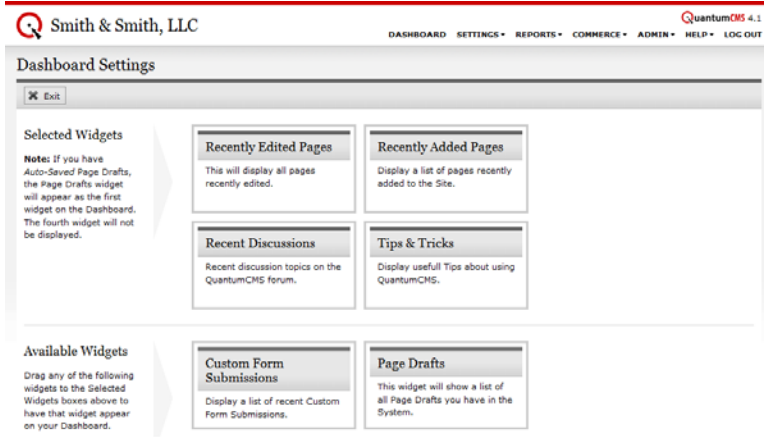
We have turned the Dashboard into a reporting tool, a gateway to access recent work, and a help center all rolled into one clean interface, and it's customizable to boot.

Step 1: Select "Dashboard Settings" from the Settings menu in the top navigation.

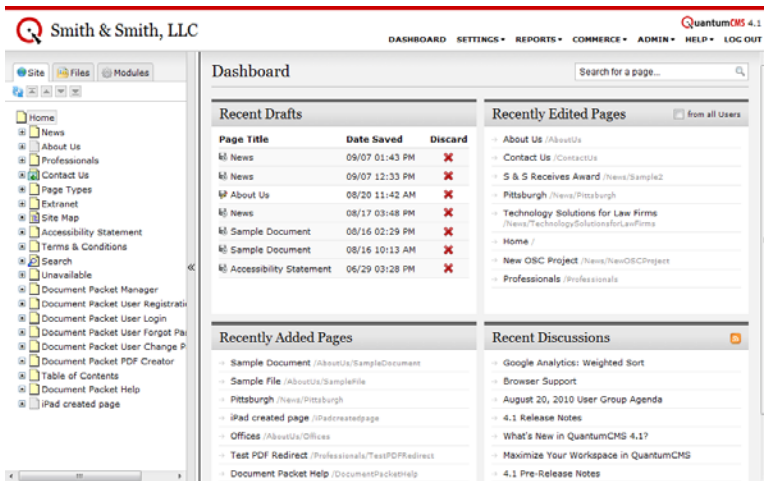


Step 2: Drag and drop the desired widgets into your preferred location on the Dashboard. If this is the first time you are customizing your Dashboard, all locations will be open.





The Dashboard will automatically update with you changes.



Note: If you have *Auto-Saved Drafts*, the Recent Drafts widget will appear as the first widget on the Dashboard. The fourth widget will not be displayed.