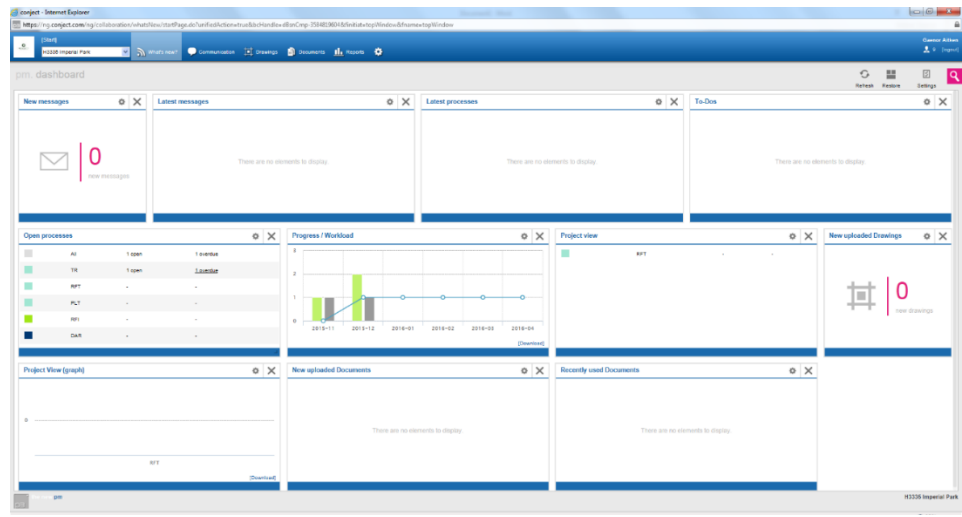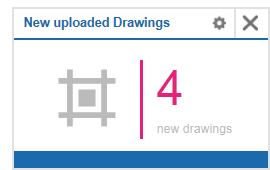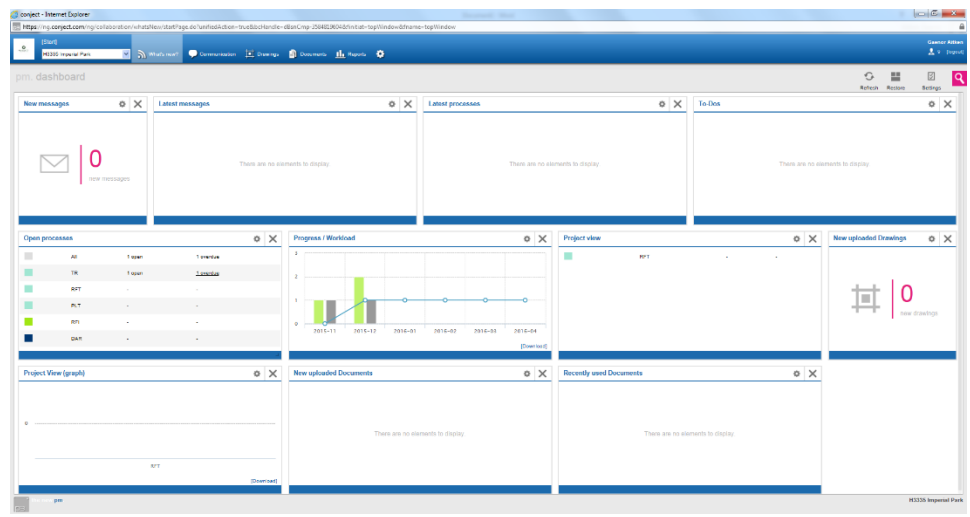## Drawing Portal The Project Dashboard - What's New

Once you have selected your site it will open up (by default) on the *What's New* page. This page gives an overview of what is happening *in your site*. The *Project Dashboard* looks like this:

Any new drawings uploaded since the last time you logged on will appear on your dashboard, if you have this small box (widget) enabled.
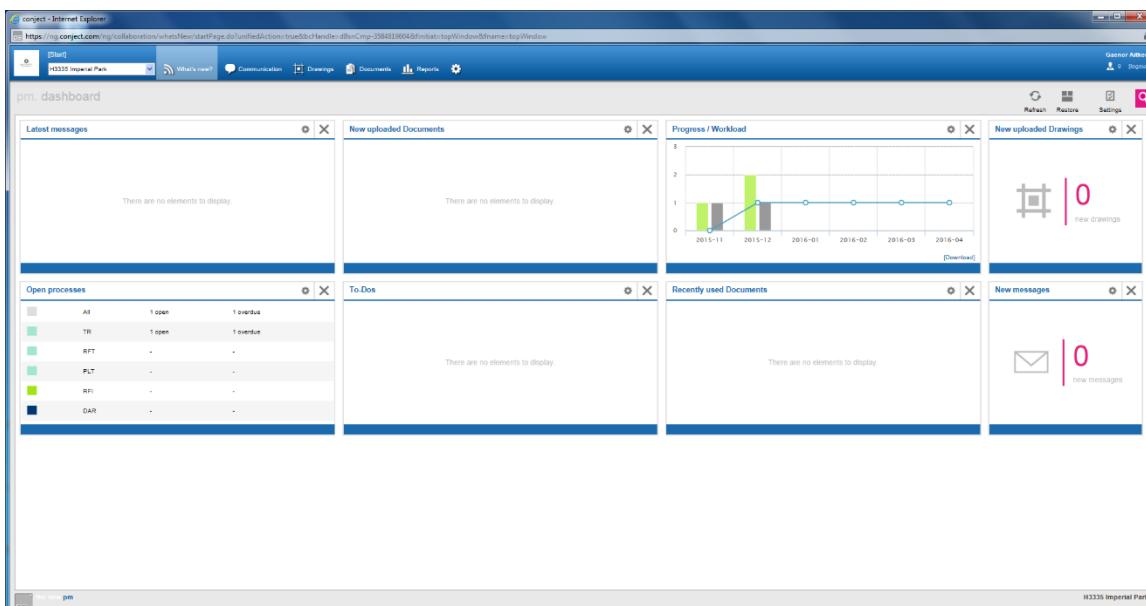

This will have a variety of widgets, which can be removed by clicking the cross in the top right hand corner of the box:
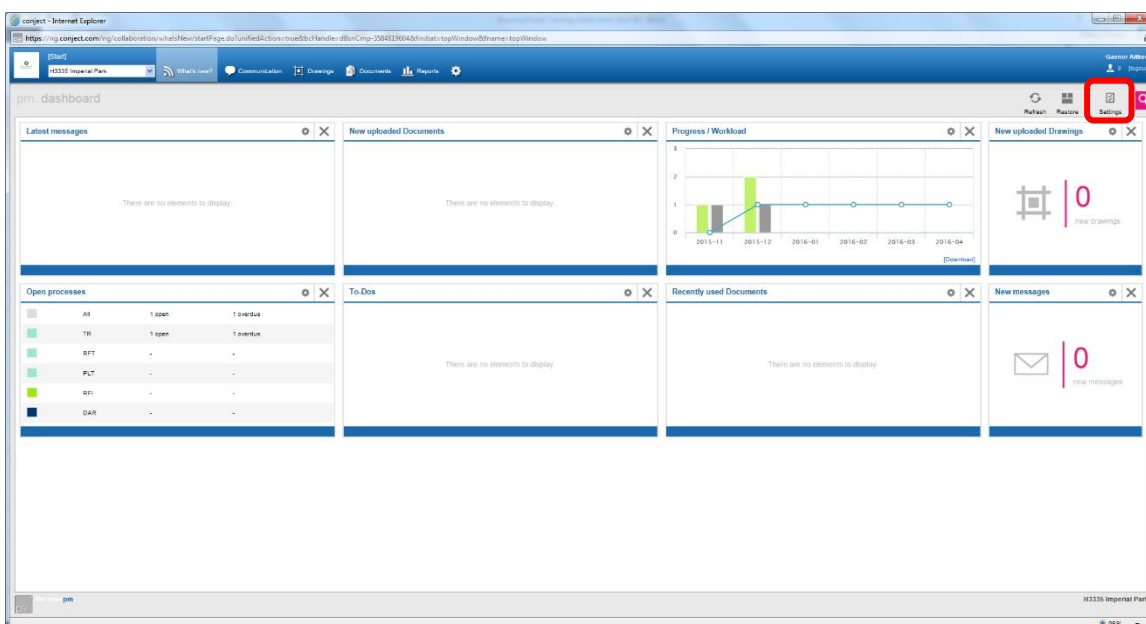
Your organised desktop may look something like this:

Note: any changes you make to the layout of this page will be site-specific, therefore you will need to re-organise your desktop for each project.
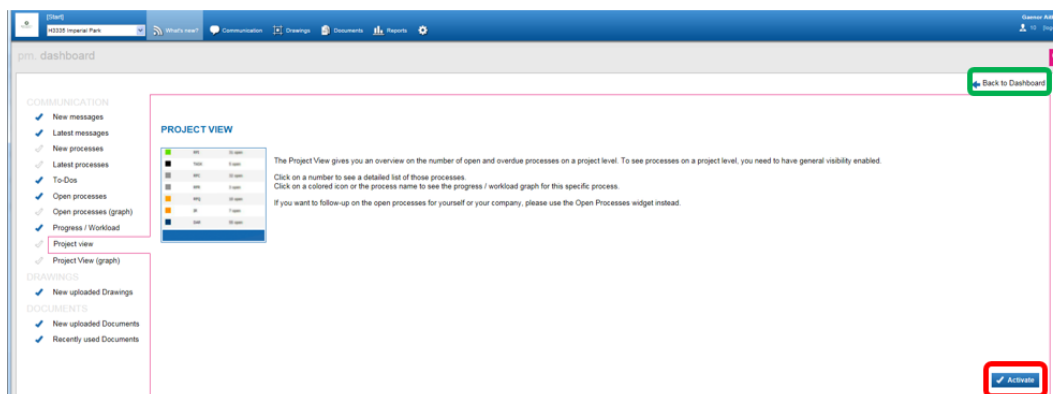
The *Recently Accessed* documents shows the last 15 documents you viewed.

If you want to add more widgets into your dashboard, simply click on the *Settings* button on the right hand side of the screen:

Choose from the greyed out items on the left hand pane to re-instate these:

Press the *Activate* button on the bottom right of the screen.
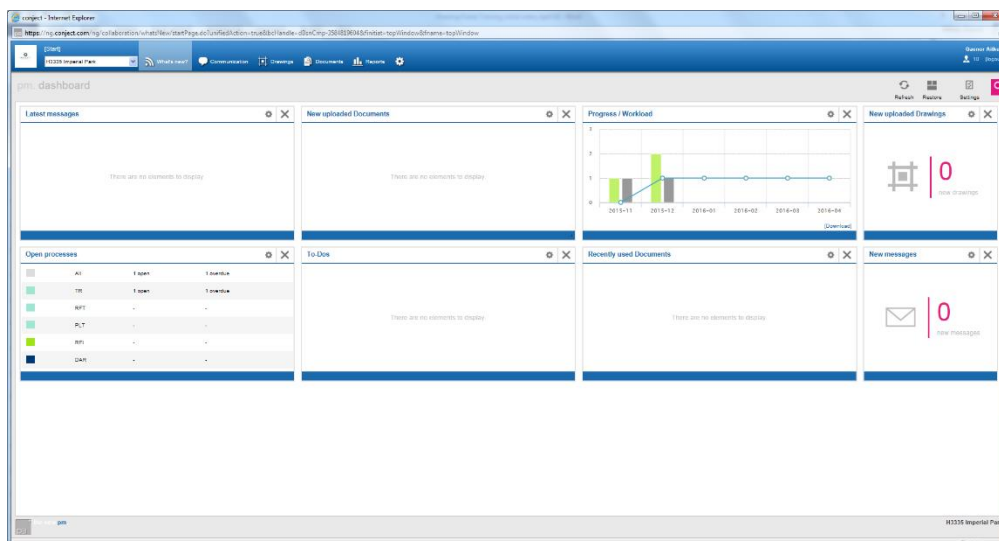
There is a link directly above this to go back to the Dashboard, highlighted above in green.

How do I get access to a specific site?
The site administrator will send you an invitation, similar to the one for getting logged in, to advise you now have access to this.

The Dashboard View
Along the top of the Dashboard are a set of links

The first of these on the left hand side is *Start* and takes you back to the Portal home page.

The box underneath this tells you the site you are currently viewing, however you can select a different site from the drop-down list: