

## 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:

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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:

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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:

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

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	New uploaded Documents     Recently used Documents					Activator

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

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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:

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