User Dashboards

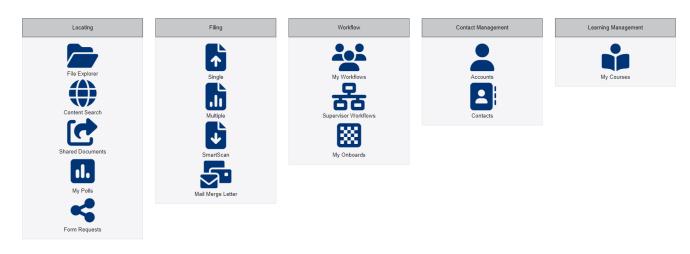As a user, you can choose between two different User Dashboards:

Classic Dashboard

The Classic Dashboard has four separate sections:

1. Recent Documents – displays the last 30-days of documents you have added or updated.
2. Checked-Out Documents – displays all documents you currently have checked-out of PinPoint.
3. Document Workflows – displays the next 30 days of document workflow tasks assigned to you.
4. Non-Document Workflows – displays the next 30 days of non-document workflow tasks assigned to you.

Express Dashboard

The Express Dashboard has five separate sections for a quick shortcut to the most used pages:

1. Locating – Gallery View, Content Search, Folder Details, Shared Documents, My Polls, Form Requests
2. Filing – Single, Multiple, SmartScan, Mail Merge Letter
3. Workflow – My Workflows, Supervisor Workflows, My Onboards
4. Contact Management – Accounts, Contacts
5. Learning Management – My Courses