1. Upon log-in, the “Dashboard” page will appear. This is the homepage for the system.
   a. To return to the “Dashboard” from any page in the system, click on the ‘Home’ button in the upper left corner.

2. The “Dashboard” will display the current role selected by the user. This is the last used role unless changed.

3. On the “Dashboard” there will always be a section listing important information.
   a. This includes:
      i. Contact Information for Support
      ii. Information on upcoming System Upgrades
      iii. Information on schedule downtime

4. On the “Dashboard” there will always be a section for important external links.

5. The “Dashboard” is configured based on the user role selected and displays links or information that is most relevant.