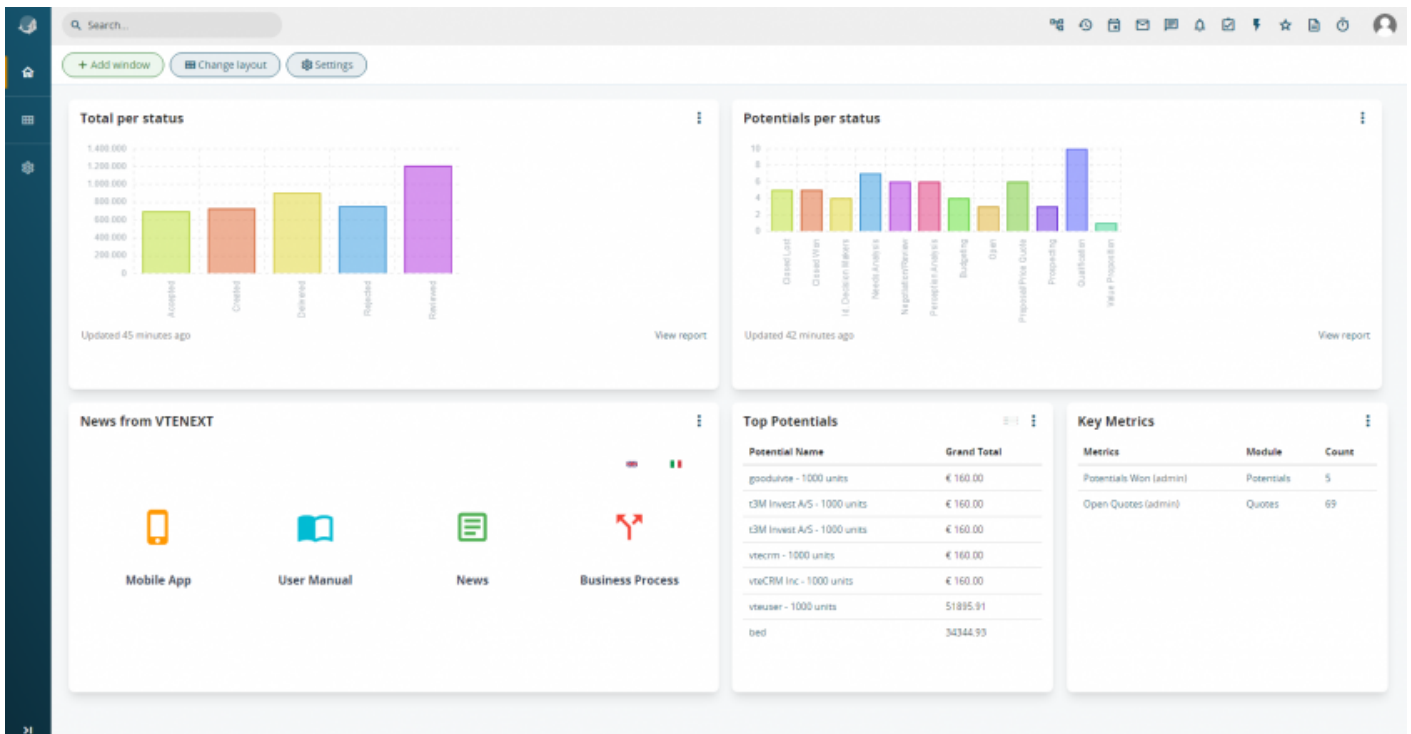


2.2 Home

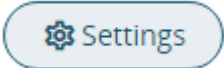
When the user logs in to the CRM the user-specific home page can be displayed (this setting is editable by individual users in User Preferences).



The Home page is composed of a set of elements (dashboards) that retrieve information from vtenext. The dashboards can be composed of:

- filters from modules
- RSS to receive feeds from your favourite channel
- the graphics from reports
- windows that allow you to view websites

The configuration is at the discretion of the user, who can enable default elements or create new ones. Each user must create his/her own dashboards, which cannot be made public. To enable or

disable a preset dashboard click on the  icon to access "my preferences".

The following is a list of the available blocks (which can be activated from "User preferences"):

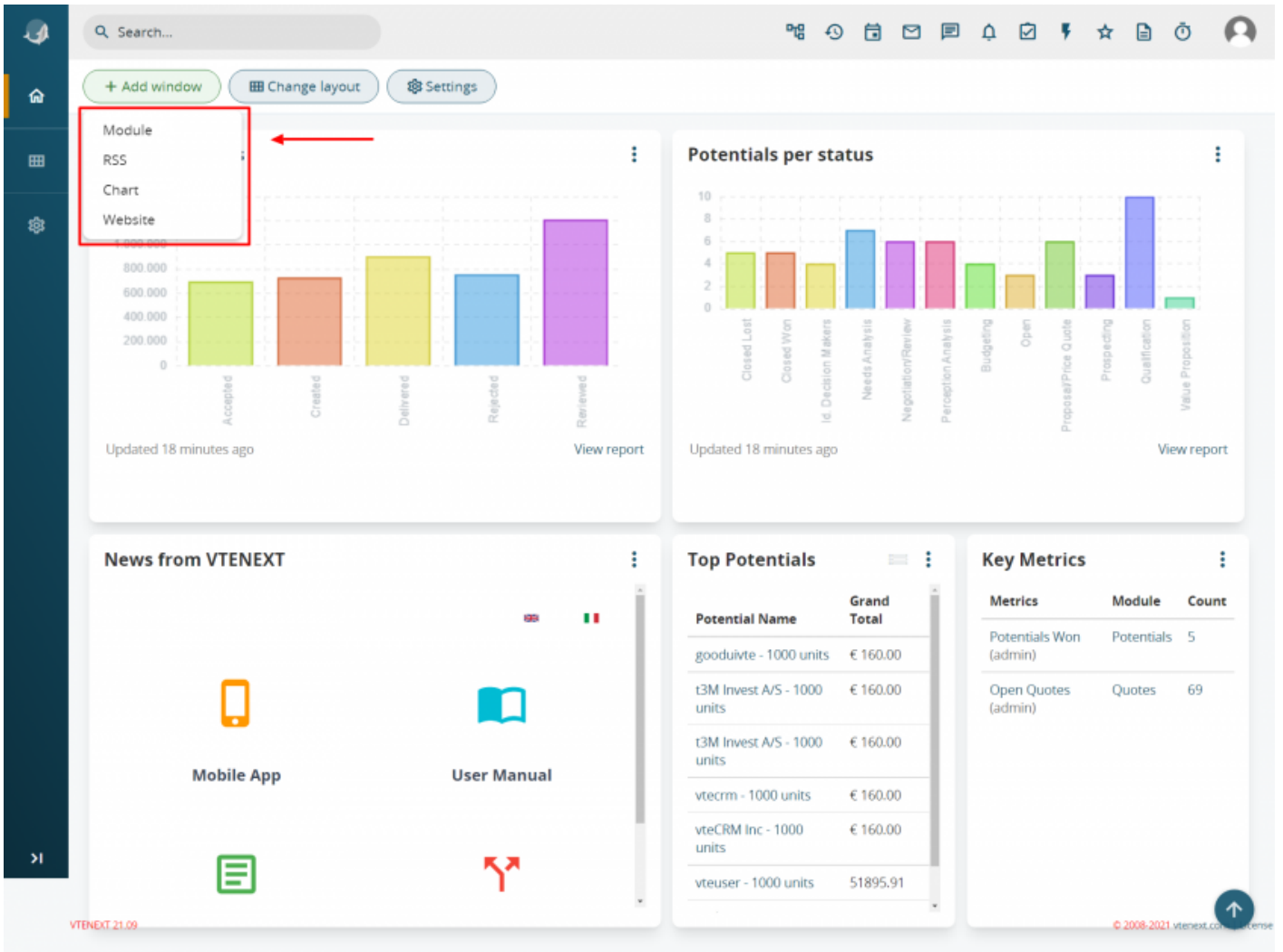
Upcoming Activities	Current day activities that are not in status "Held" or "Not held".
Pending Activities	As the Upcoming Activities, they are current day activities that are not in status "Held" or "Not held".
Top Accounts	List of the best companies; the contents of this list are calculated by adding all the open potentials which are connected to the company.
Home page Dashboard	User chart that shows the number of records for each module assigned to the user.
Top Potentials	List of the most important open activities.
Top Quotes	Classification of quotes by amount.
Key Metrics	This box contains the total number of records included in the list you have created. For example, if you have created a filter called "Hot Leads", by enabling the "Key index" flag this box will show the total number of leads of this type present in vtenext.
Top Trouble Tickets	The Trouble Tickets (Customer Service) List assigned to you or to one of the groups of which you are a member.

My Group Allocation	List of the to-dos that have been assigned to you or to one of the groups in which you are a member.
Top Sale Orders	Best Sales, classified by amount.
Top Invoices	Open status invoices, classified by amount.
My Best Leads	Latest leads created and assigned to you.
Best Quotes	Classification of sale orders by amount.
My Recent FAQ	Connection to the latest FAQs published on vtenext.
News	Box containing the latest news from vtenext.
Help VTENEXT	Box to access the vtenext quick guide.

N.B.: My files has been eliminated from the Homepage, all present files were moved in the folder "My private files" inside the module Documents.

+ Add window

To create a new customised element click on and choose the type of element to add.



For example, if you wish to add a new Module, you will be presented with a screen similar to the following:

The 'Add Module' dialog box contains the following fields and options:

- Window Title ***: All the accounts
- Show**: 12 item(s)
- Module**: Accounts
- Filter By**: All
- Fields To Show (select any two)**:
 - Account No
 - Account Name
 - Billing City
 - Website

A 'Save' button is located at the top right of the dialog.

You must enter a title for this new window (e.g. All companies), indicate the number of elements to display (e.g. 10), which filter to use for displaying that dashboard (e.g. All filter) and finally, establish which fields are to be displayed, with a maximum of 2 (e.g. Company Name and Phone number).

The result of this configuration can be seen in the following screen:

The screenshot displays a dashboard with a dark blue sidebar on the left containing icons for a user profile, home, grid, and settings. The main content area features a search bar at the top, followed by three action buttons: '+ Add window' (green), 'Change layout' (blue), and 'Settings' (blue). Below these buttons, there are two main panels. The left panel, titled 'All the accounts', is enclosed in a red border and contains a table with two columns: 'Account Name' and 'Phone'. The table lists eight accounts, with alternating row colors (green, white, green, white, yellow, white, white). The right panel, titled 'Total per status', shows a bar chart with a single bar for 'Accepted' reaching approximately 700,000 on a scale from 0 to 1,400,000. Below the chart, it states 'Updated 40 minutes ago'.

Account Name	Phone
Abdullah NGO	227718409
Administrator Inc	921686935
Alegre	611551329
Atlantic LLC	987886329
Aziz SpA	570780293
Azmak Sas	403911549
Beerkens LLC	750973308
Belanger SpA	89854463

Total per status

Accepted

Updated 40 minutes ago

The order of the boxes can be changed by dragging them to the required position with the mouse.

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