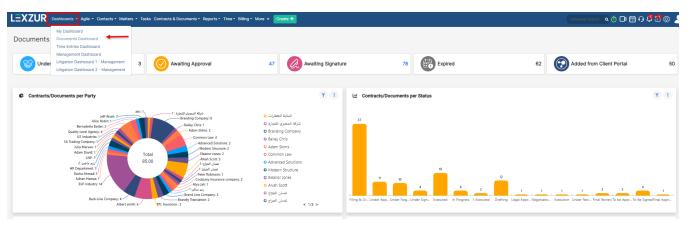
How to Track Contra Dashboard

Objectives

• Display Documents Dashboard

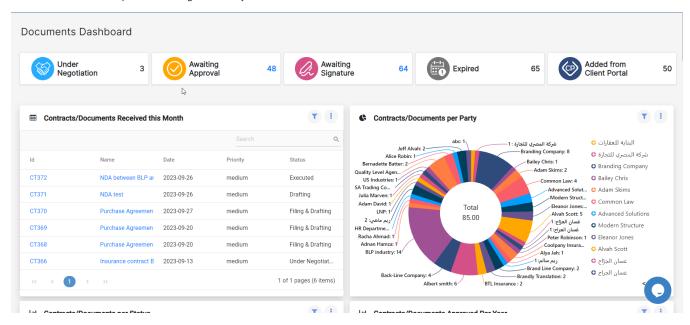
Steps

You can access the Documents' dashboard from the main menu, click on Dashboards Documents Dashboard.

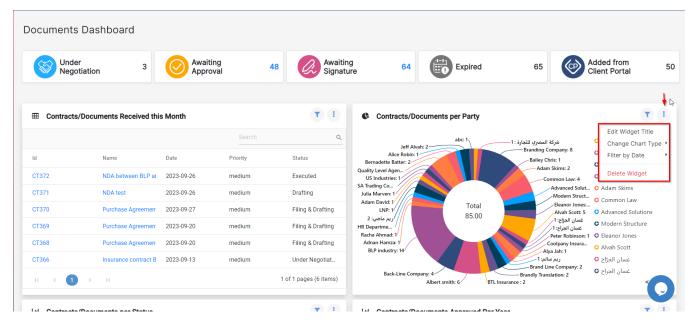


The Document Dashboard displays useful statistics to provide an overview of the activity and performance of the team.

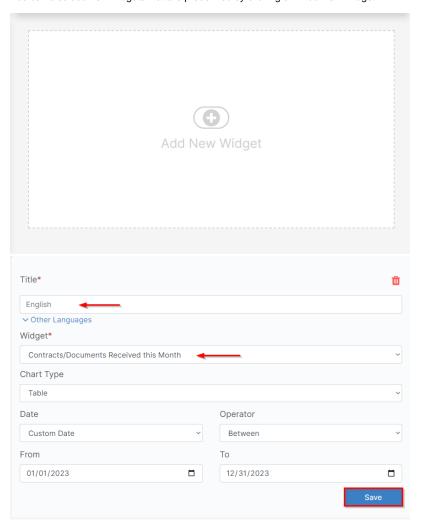
These visuals showcase predefined widgets in the system.



In addition to editing the widget title, you can also change the chart type (Column Chart, Bar Chart, or Semi Pie Chart), filter by date, and delete the widget.



You can also add new widgets that are predefined by clicking on "Add New Widget".



For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!