

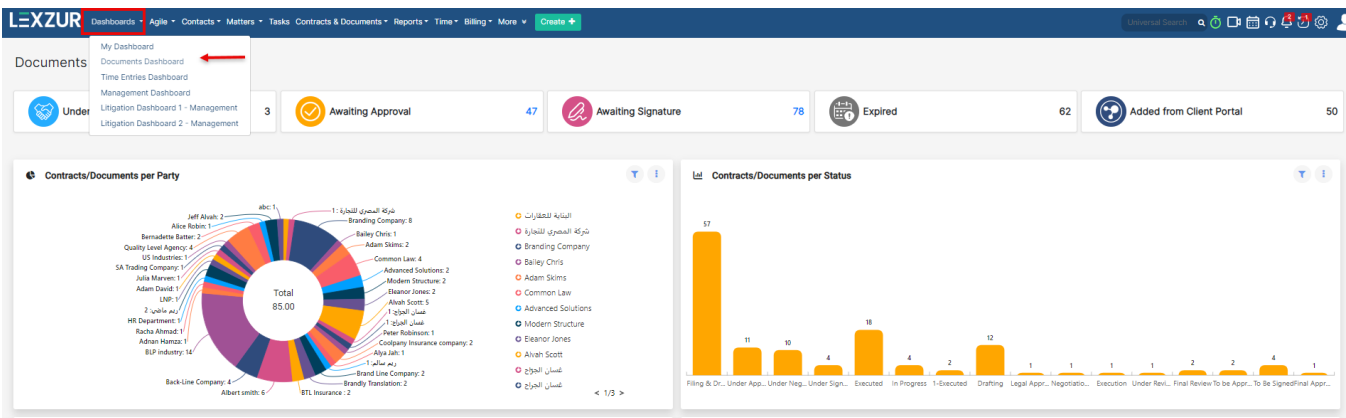
How to Track Contra Dashboard

Objectives

- Display Documents Dashboard

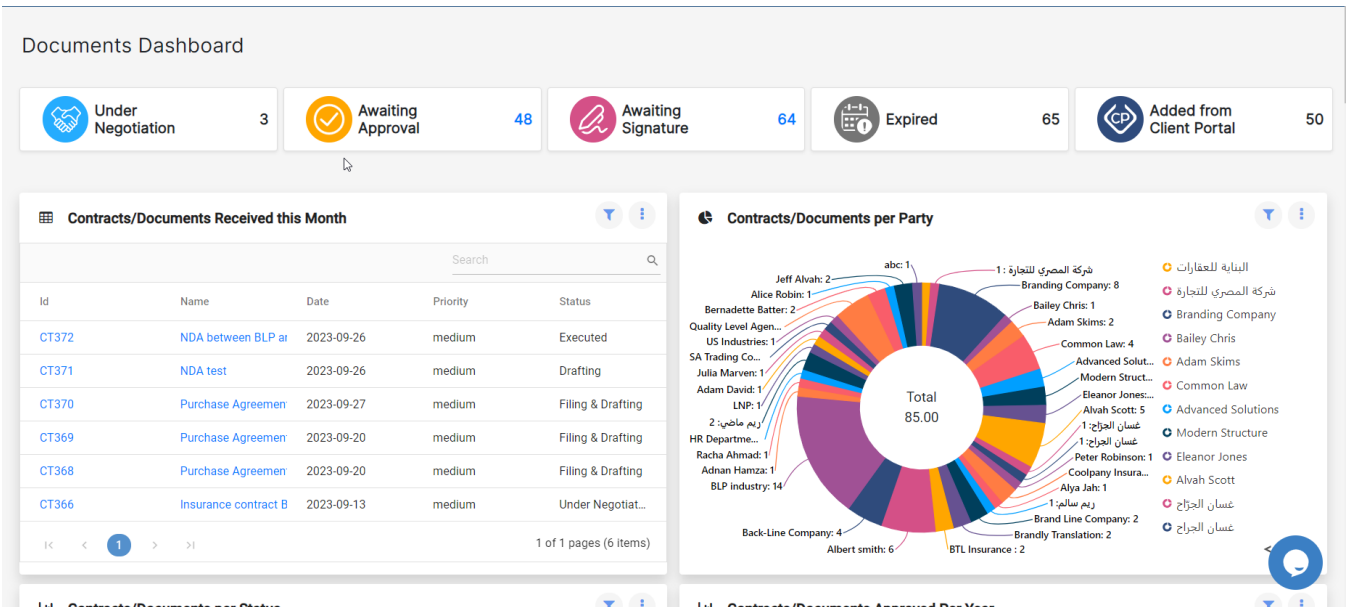
Steps

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.

 Under Negotiation 3
 Awaiting Approval 48
 Awaiting Signature 64
 Expired 65
 Added from Client Portal 50

Contracts/Documents per Party

Total: 85.00

Legend:

- 1: شركة المصري للتجارة
- 2: Branding Company: 8
- 3: Bailey Chris: 1
- 4: Adam Skims: 2
- 5: Common Law: 4
- 6: Advanced Solutions: 1
- 7: Modern Structure: 1
- 8: Eleanor Jones: 1
- 9: Alvah Scott: 5
- 10: غسان الجراح: 1
- 11: غسان الجراح: 1
- 12: Peter Robinson: 1
- 13: Coolpany Insurance: 1
- 14: Alya Iah: 1
- 15: ريم سامر: 1
- 16: Brand Line Company: 2
- 17: Brandy Translation: 2
- 18: BTL Insurance: 2
- 19: Albert smith: 6
- 20: Back-Line Company: 4
- 21: BLP industry: 14
- 22: Adnan Hamza: 1
- 23: Rachia Ahmadi: 1
- 24: HR Departme...: 2
- 25: ريم ماضي: 2
- 26: LNP: 1
- 27: Adam Davist: 1
- 28: Julia Marven: 1
- 29: SA Trading Co...: 1
- 30: US Industries: 1
- 31: Quality Level Agen...: 1
- 32: Bernadette Batter: 2
- 33: Alice Robin: 1
- 34: Jeff Alvah: 2
- 35: abc: 1

Context Menu:

- Edit Widget Title
- Change Chart Type
- Filter by Date
- Delete Widget

Thank you!