

# Dashboard

The dashboard acts as the ERP's homepage.

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# Internal information portal

Internal portal is available on the dashboard of the ERP system.

## Aim and purpose of the portal

Informing ERP users about current news and content on various topics of events about or in connection with your company.

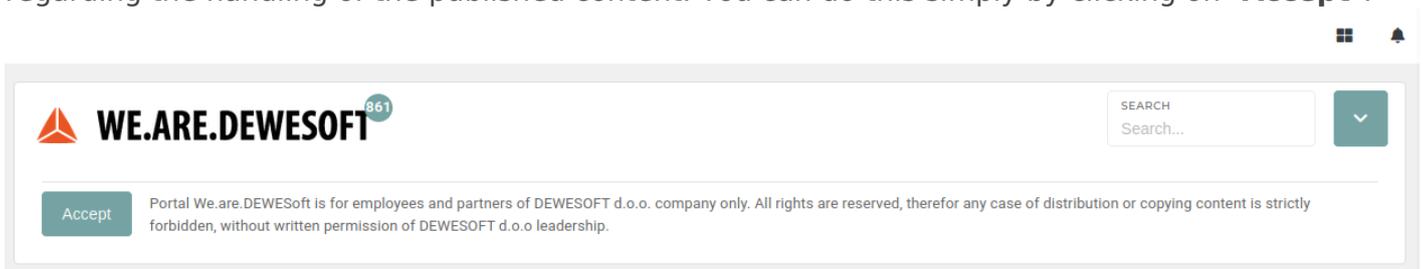
On the portal, in addition to regular news, you will also be able to check:

- current daily / weekly menu,
- current weather forecast,
- congratulate users, who are celebrating a birthday today.

## Tips & tricks

### Disclaimer

A prerequisite for being able to access the content published on the portal is your agreement regarding the handling of the published content. You can do this simply by clicking on "**Accept**".

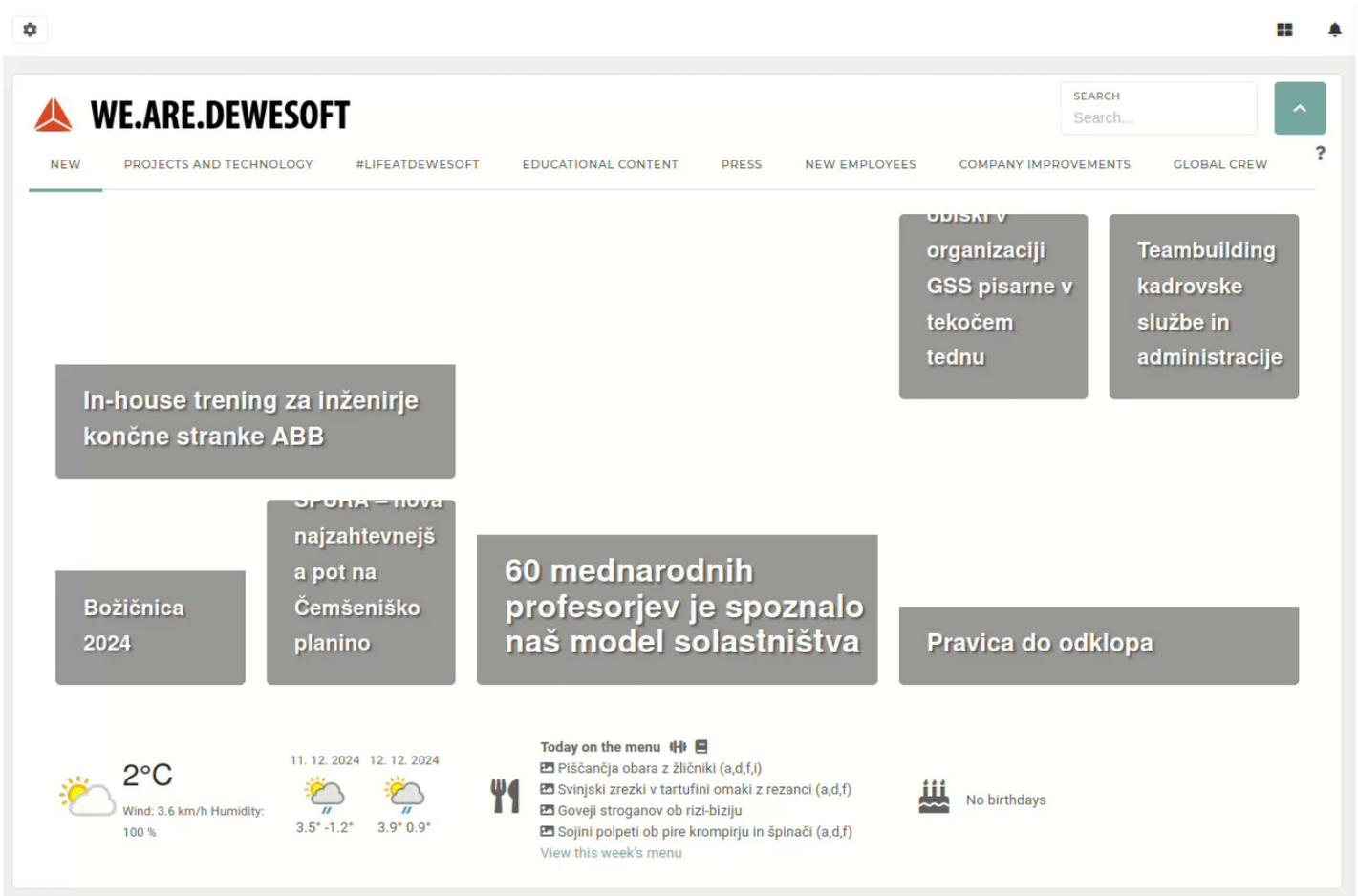


The screenshot shows the top navigation bar of the portal. On the left is the logo for 'WE.ARE.DEWESOFT' with a red triangle icon and a '861' notification badge. On the right is a search bar with the text 'SEARCH Search...' and a dropdown arrow. Below the navigation bar is a disclaimer box with a green 'Accept' button. The disclaimer text reads: 'Portal We.are.DEWESoft is for employees and partners of DEWESOFT d.o.o. company only. All rights are reserved, therefor any case of distribution or copying content is strictly forbidden, without written permission of DEWESOFT d.o.o leadership.'

Disclaimer is renewable and will be sent to you automatically every 6 months.

### Hide newsletter

If the news window bothers you during your regular work in the ERP, the icon in the upper right corner with can minimize the news window at any time and display it later at any time.



## Unread news

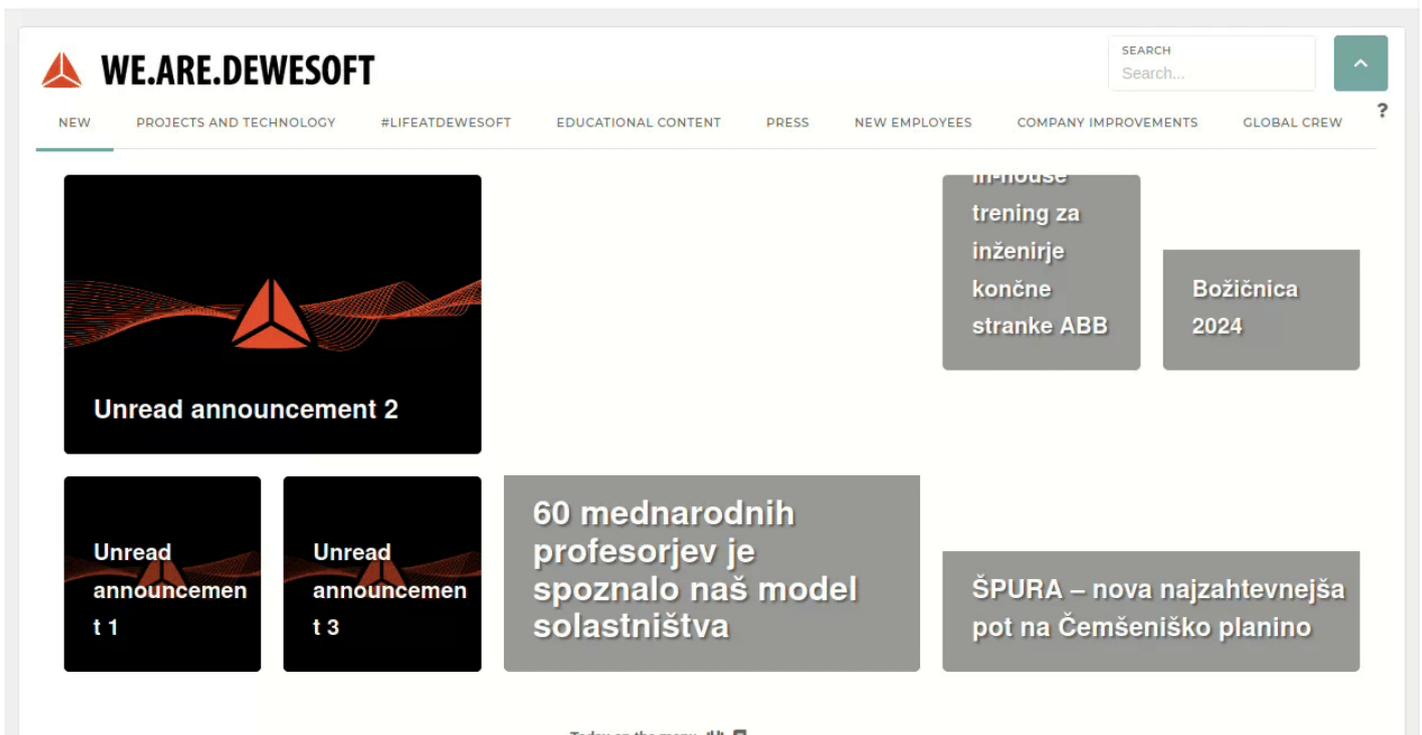
In the case of news that you have not yet read, the system will kindly remind you with the number of unread articles on the right side of the company logo.



The functionality is intended for users, who have the newsletter minimized, to still have information available that new articles have been published.

## Search newsletter

In the upper right corner, you have the option to search for content by keywords (at least 3 letters) – the system offers you the found content accordingly. Clicking the "x" reset search.

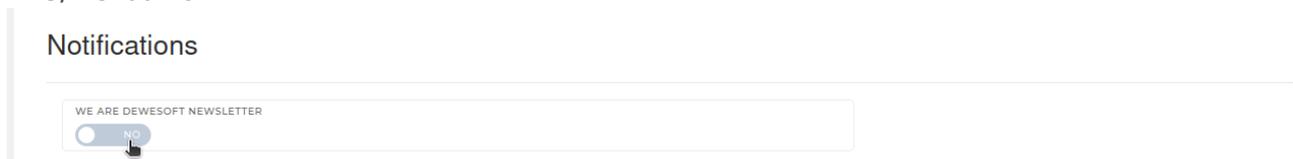


## Newsletter subscription

All employees are subscribed to the newsletter by default. This means that, with this option, you will receive an email notification with a link to any new announcements, every day at the end of the day (approximately at 15:30).

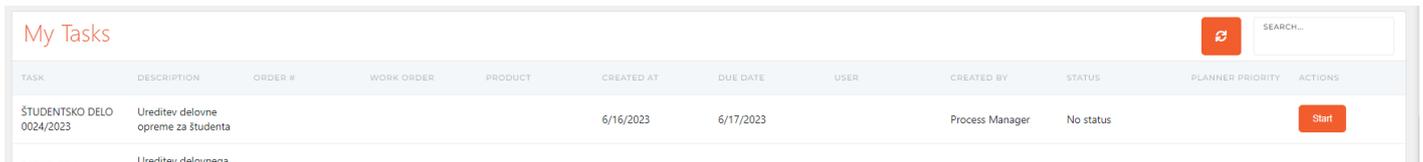
Of course, you have the option to opt out from notifications at any time:

- in the email below by clicking on **unsubscribe** – the system will redirect you to your [ERP profile](#), where you can turn off notifications by moving to the NO button.
- Of course, if you opt out, you can always opt back in the same way in your ERP profile – under the Notifications section you can manage your subscription to notifications with the YES/NO button.



# My Tasks

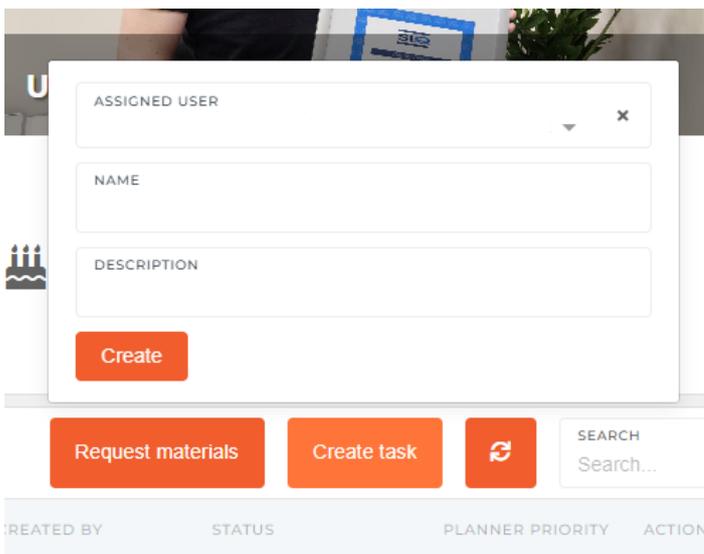
The "My tasks" section shows a table of tasks, assigned to you. You can also use the search on the right top side of the table to search for specific tasks in the table. Next to search is also the refresh tasks section button.



TASK	DESCRIPTION	ORDER #	WORK ORDER	PRODUCT	CREATED AT	DUE DATE	USER	CREATED BY	STATUS	PLANNER PRIORITY	ACTIONS
ŠTUDENTSKO DELO 0024/2023	Ureditve delovne opreme za študenta				6/16/2023	6/17/2023		Process Manager	No status		<a href="#">Start</a>
.....	Ureditve delovneop										

You can press the start button and you will be redirected to a task's page or it's corresponding page in process manager.

Users with the right permissions can also create new tasks and material requests.



U

ASSIGNED USER

NAME

DESCRIPTION

Create

Request materials

Create task

SEARCH  
Search...

CREATED BY STATUS PLANNER PRIORITY ACTION

# Request materials

ASSIGNED USER  ▼ ✕

REQUIRED MATERIALS \*  
Select material(s) to request  ▼

Submit request

Request materials

Create task



# Reward system

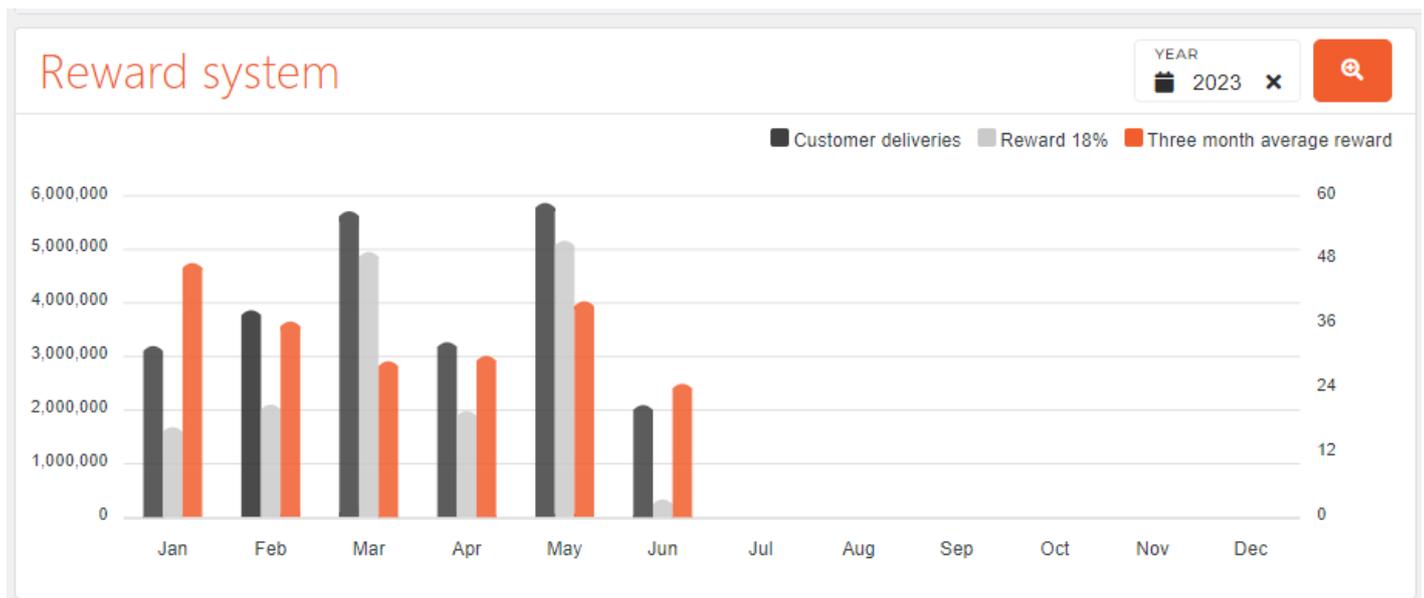
Under "My Tasks" we can find the **Reward System, Stock Market and Processes** sections, that serve mostly informational purpose.

## Reward System

Reward system section displays a graph that shows a yearly monetary amount from:

- **customer deliveries** (gray),
- **employee rewards** (light gray)
- **three month reward average** (orange)

The graph amounts are separated by month. You can select a different year to show in the graph and click on the color in the legend to show/hide those parts of the graph. Next to year selection is the **Show Details** button that you can press for a more detailed view of the information, shown in the graph.



# Processes

The processes section shows a list of processes that concern you. You can start these processes from here. You can also search through them with the search bar, located in the top right corner of the section.

The list can be refreshed with the button next to the search box, and the button to the side of the refresh button will open the processes list in the Process Manager application.

Processes

SEARCH  
Search

PROCESSES IN PROGRESS

CANCEL EMAIL ADDRESS	Start
ERP PERMISSION	Start
GUEST ARRIVAL	Start
IT-003-ODHOD ZAPOSLENEGA	Start
NAJAVA IZOBRAŽEVANJA	Start

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# Stock market

The stock market section shows user's a stock chart and current price of company stock. The button in the top right corner of the chart takes the user to their stock information under their profile's **Stock Market** tab.

