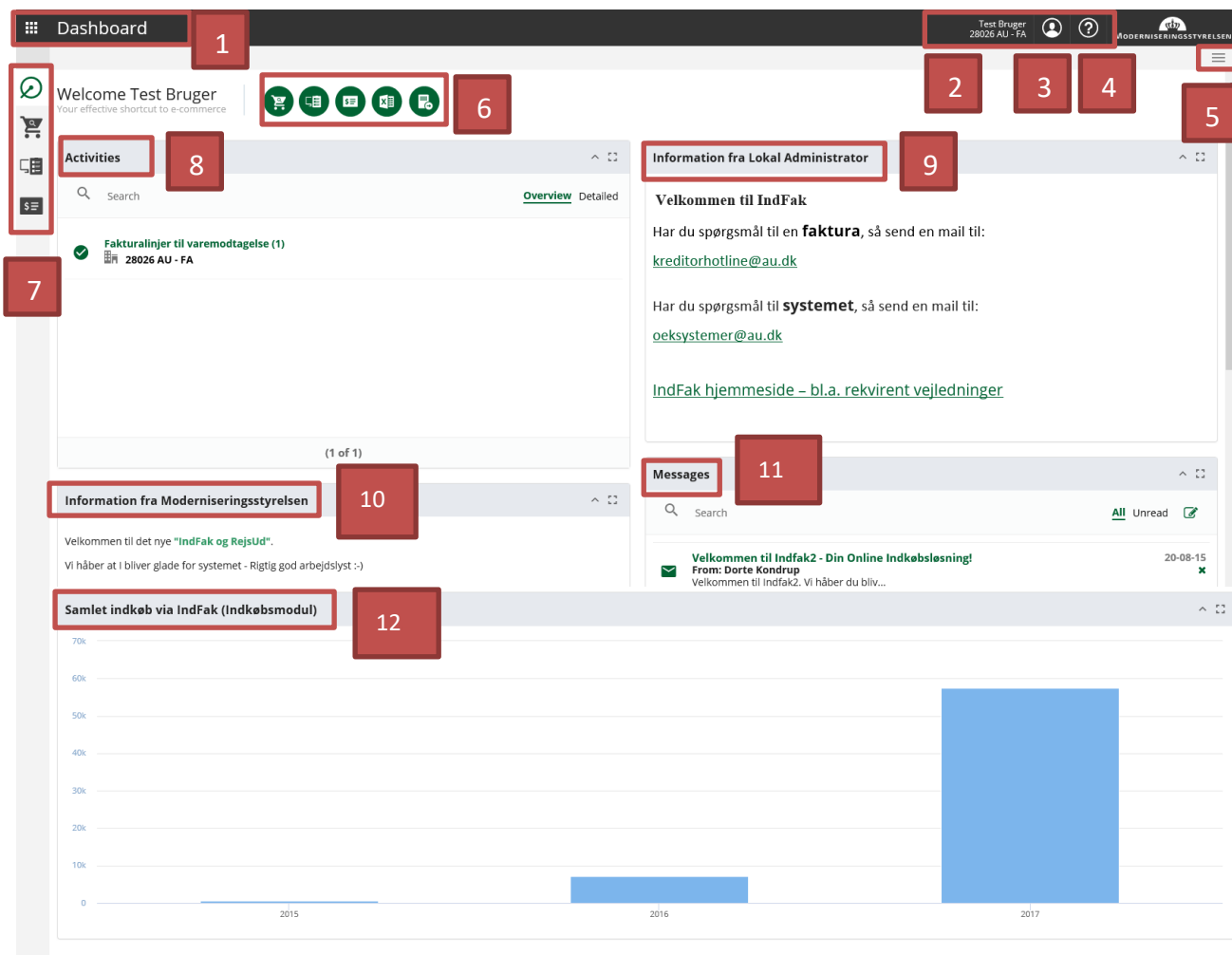


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## 1. Dashboard

See the Dashboard elements below. The Dashboard gives you a quick overview of activities and pending tasks.



The screenshot shows a dashboard with the following elements highlighted by numbered callouts:

- 1:** Dashboard header
- 2:** User profile and navigation icons (top right)
- 3:** User name and organization (top right)
- 4:** Help icon (top right)
- 5:** Menu icon (top right)
- 6:** Application shortcuts (top left)
- 7:** Activities sidebar (left)
- 8:** Activities panel (left)
- 9:** Information fra Lokal Administrator panel (right)
- 10:** Information fra Moderniseringsstyrelsen panel (right)
- 11:** Messages panel (right)
- 12:** Samlet indkøb via IndFak (Indkøbsmodul) bar chart (bottom)

The bar chart shows data for the years 2015, 2016, and 2017. The y-axis ranges from 0 to 70k. The bars show values of approximately 0 for 2015, 5k for 2016, and 55k for 2017.

1. The new **“Choose application”** feature is located in the top left-hand corner and provides access to your applications.
2. Click the top right-hand corner to access **“Change organisation”**. Here you can switch between organisations if you have access to more than one organisation. If relevant, you can click **“Show all”** under **“Change organisation”**.  
You can switch between users by clicking your name – this may be relevant if you are substituting for another user.

3. By clicking "**Profile**", you can switch between organisation profiles, user profiles (substitutes), edit your profile (and add a substitute) and log off.
4. Click the **question mark** if you need help
5. Additional features. Click this icon to close individual modules. **Edit Dashboard** is not used.
6. These icons are short cuts which provide quick access to, for example, invoices.
7. This bar shows which applications are active and provides access to open applications in different parts of the system. **This bar replaces the tabs in the previous version of the system.**
8. **Activities.** Contains your pending tasks.
9. **Information from the local administrator.** Information from AU.
10. **Information from the Agency for Modernisation.**
11. **Messages.** Messages sent via IndFak.
12. **Total purchases made through IndFak (purchasing module).** Illustration of all purchases made through the purchasing module.