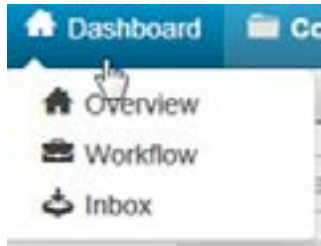## Dashboard

The Dashboard provides a location within the USF CMS where each individual can access user-specific messaging and gadgets. Quick links are provided to the Workflow and Inbox screens of Mailbox, which are also accessible from the Dashboard menu. The Dashboard can be customized by each individual user by choosing which gadgets to show or hide in the view (***custom gadgets coming soon!***).

Workflow

The Workflow list view shows content that is waiting for your approval or content you have sent for approval and are separate from other messages, which can be viewed in the Inbox and Sent. Content within an approvals process can be tracked using this screen.

Inbox

Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox Gadget is shown on the Dashboard and includes how many new messages are in the inbox. The Inbox includes a linked list of messages and the functionality to compose a message.

Compose

Compose allows the user to compose a message to another user in the USF CMS. The message can be sent to the user's external email as well.