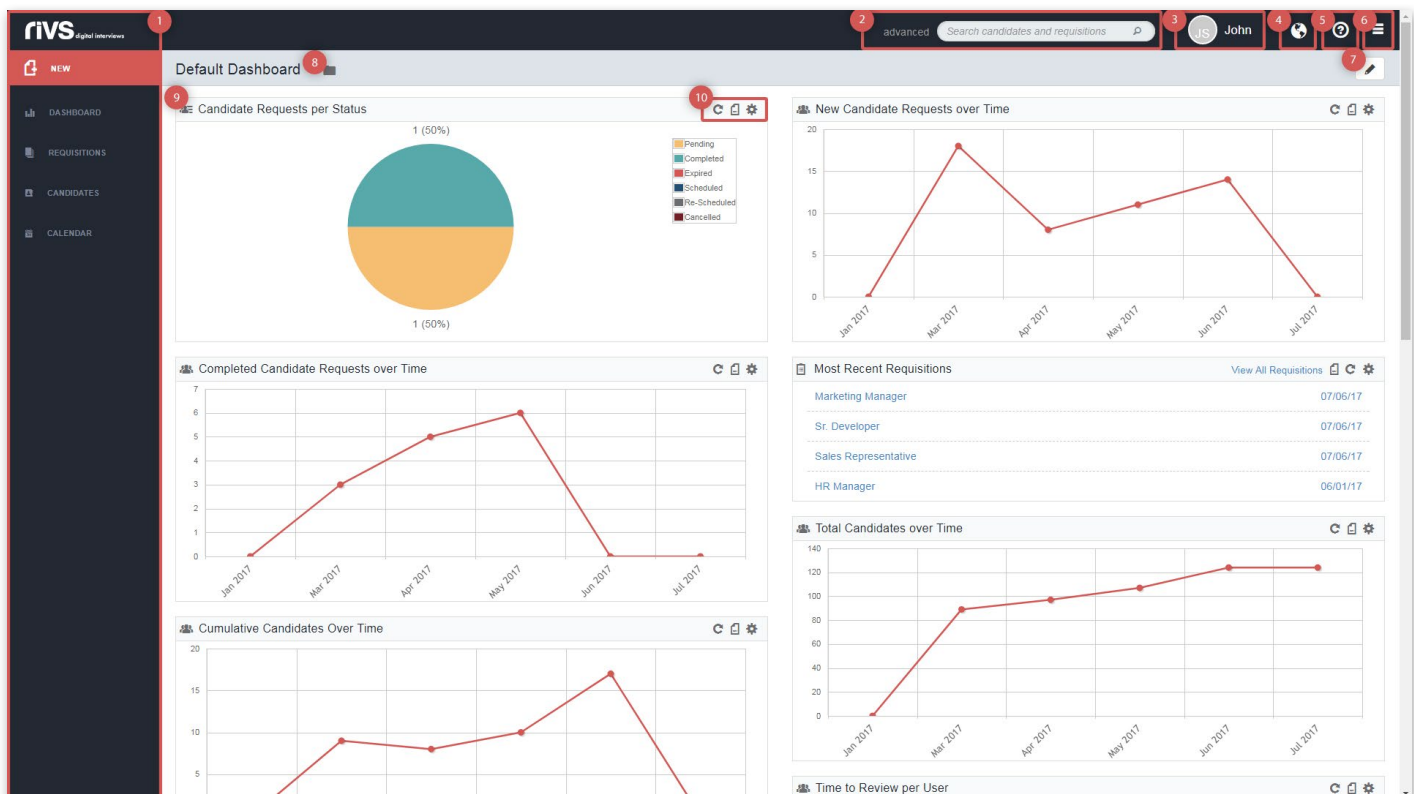




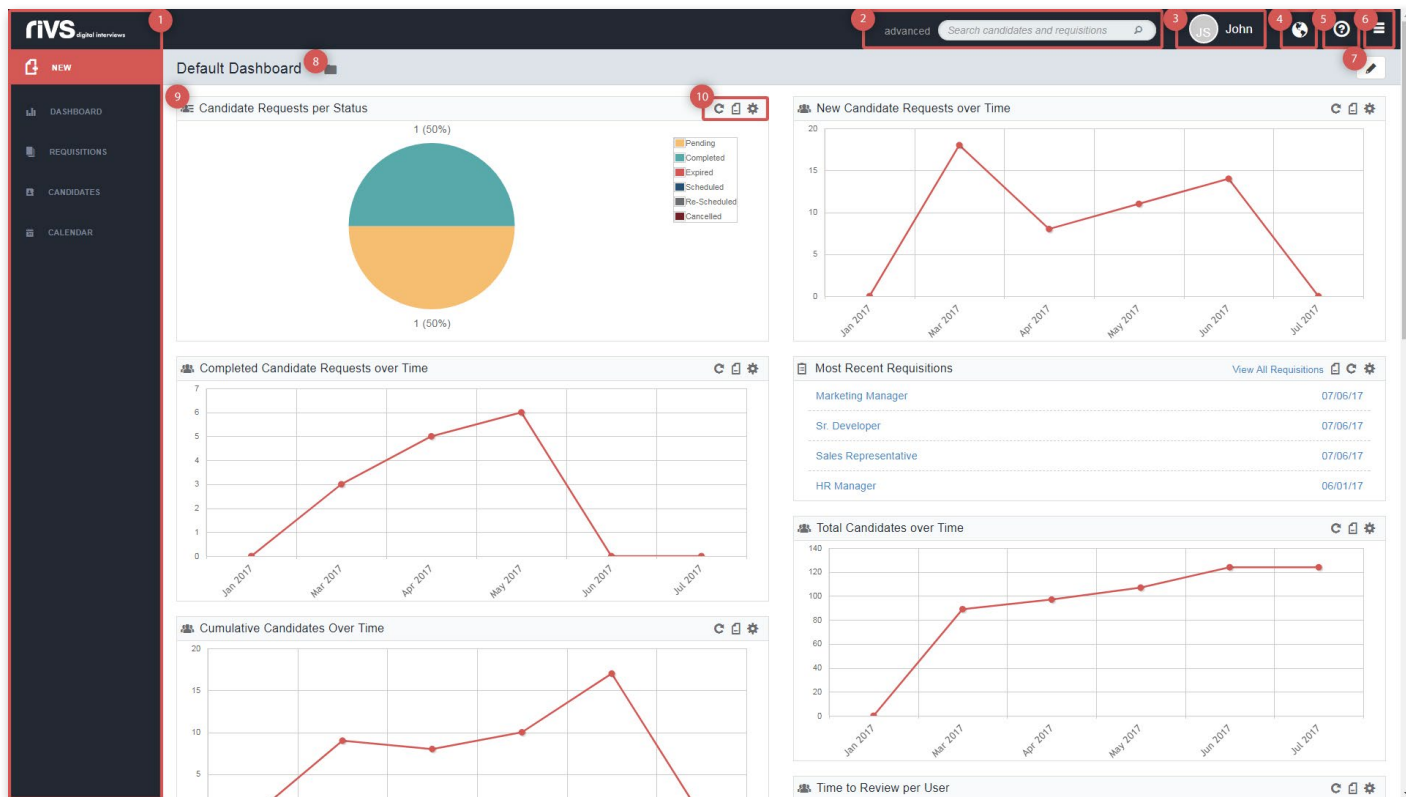
DASHBOARD GUIDE

This guide will cover the interface overview of the RIVS dashboard. In the Dashboard, you can navigate to different records in your platform, search, view your profile, view new notifications, help information, and settings. You can also view, edit, and save widgets for quick reporting access.

To navigate to the Dashboard, click the Dashboard option on the left menu.



DASHBOARD GUIDE



1. **Menu Bar** – Create new requisitions and events and access your dashboard, requisitions, candidates, and calendar.
2. **Platform Search Bar** – Quickly search for candidates and requisitions.
3. **View Profile Information** – Click the icon to view and edit profile information and settings.
4. **View Notifications** – Click the icon to view new notifications.
5. **Help Menu** – Select the icon to view the help center, contact support, or provide site feedback.
6. **Settings Menu** – Click the settings icon to view account and company settings, view About RIVS information, and log out.
7. **Edit Dashboard** – Edit the title of the selected dashboard, change the dashboard layout, add a widget, or delete the dashboard.
8. **Dashboard Options** – Allows you to select a dashboard to view, create a new dashboard, or copy the selected dashboard.
9. **Widget** – Individual reports listed on the dashboard.
10. **Widget Options** – Click the corresponding icon to refresh the widget, download the widget report, or edit the widget settings.