What can I do with my dashlets?

As well as giving you an overview of activity and information in Alfresco, the dashlets also give you links to various areas of Alfresco and let you carry out a range of actions.
Tip: When a user name, site name, or item appears as a link, you can click it to navigate to the related page.

Each dashlet has a unique role in Alfresco:

My Sites
    Lists the sites you belong to.

- Click Create Site to start a new site.
- Click a site name to go to that site.
- Use the filter to display all sites or just your favorite sites.
- Mark a site as a favorite or revoke its "favorite site" status.
- Click the Delete icon to delete the site and its contents. (Managers only)

My Activities
    Tracks the most recent activities in your sites.

- Use the filters to specify the activities you want to see and for what time period.
- Subscribe to the RSS feed to automatically receive activity updates.

My Tasks
    Displays your tasks and site invitations.

- Click Start Workflow to start a workflow for yourself or another user.
- Click Active Tasks or Completed Tasks to view those tasks.
- Click the View Task icon to view the details for a specific task.
- Click the Edit Task icon or the task name to manage a task.

My Documents
    Tracks your content in all site libraries.

- Use the filter to choose the information you want to see.
- Select a view option: Simple or Detailed.
- Mark an item as a favorite or revoke its "favorite" status. (Detailed view only)
- *Like* an item or *unlike* an item. (Detailed view only)
- Click Comment to provide feedback. (Detailed view only)

My Profile
    Shows a summary of your personal details.

- Click View Full Profile (or your name) to go to your user profile.

Web View
    Displays the website of your choice.

- Click the ✎ configure icon to specify the website.

- Click the dashlet title to open the website in a separate window.

RSS Feed

    Displays the Alfresco website feed by default.

- Click the ✎ configure icon to change the RSS feed.

Alfresco Add-ons RSS Feed

    Displays the Newest Add-ons feed from the Alfresco Add-ons website by default.

- Click the ✎ configure icon to change the RSS feed.

My Discussions

    Shows the most recent topics created in the discussion forums of your sites.

- Use the filter to choose the information you want to see.

Site Search

    Lets you search all the sites you belong to.

- Enter search criteria and click Search (or press ENTER).
- Select the maximum number of results you want to display.

Saved Search

    Displays the results of a pre-configured search.

- Click the ✎ configure icon to define the search.

My Document Workspaces

    Displays all Document Workspace sites that you belong to (Document Workspaces are created in Microsoft Word)

- Delete a workspace if you have the correct permissions.

My Meeting Workspaces

    Displays all Meeting Workspace sites that you belong to (Meeting Workspaces are created in Microsoft Outlook)

- Delete a workspace if you have the correct permissions.

Tip: Each dashlet includes help text. Position your cursor in the dashlet header to reveal the help button, then click it to display the related text. The help stays open until you close it or navigate away from the dashboard.