##### Script of Home Module

Welcome to our presentation on PanapnaTech Business Software's Home module.

To check an order assignment, navigate to the Home option in the navigation bar, and on the dashboard, locate "Order Assignment".

For the calendar feature, find "Calendar" on the dashboard. Clicking on the calendar allows you to add a new event. Specify the Event title, Description, Start Date, End Date, Notification, and Event Color.

To Check Quick Statistics, find "Quick Statistics for Invoices Awaiting Payments, New Leads, Projects in Progress, and Tasks Not Finished" on the dashboard.

For Overviews, locate "Overview for Invoices, Estimates, and Proposals" on the dashboard.

To review My To-Do Items, find "My To-Do Items" on the dashboard.

For the Leads Overview, locate "Leads Overview" on the dashboard.

To view Statistics by Project Status, find "Statistics by Project Status" on the dashboard.

To check Tasks, locate "My Tasks" on the dashboard.

For Projects overview, find "My Projects" on the dashboard.

To view Reminders, locate "My Reminders" on the dashboard.

For Announcements, find "My Announcements" on the dashboard.

To review Latest Activity, locate "Latest Activity" on the dashboard.

To check Payment Records, find "Payment Records" on the dashboard.

For Contracts Expiring Soon, locate "Contracts Expiring Soon" on the dashboard.

To view the Employee Tickets Report, find "Employee Tickets Report" on the dashboard.