

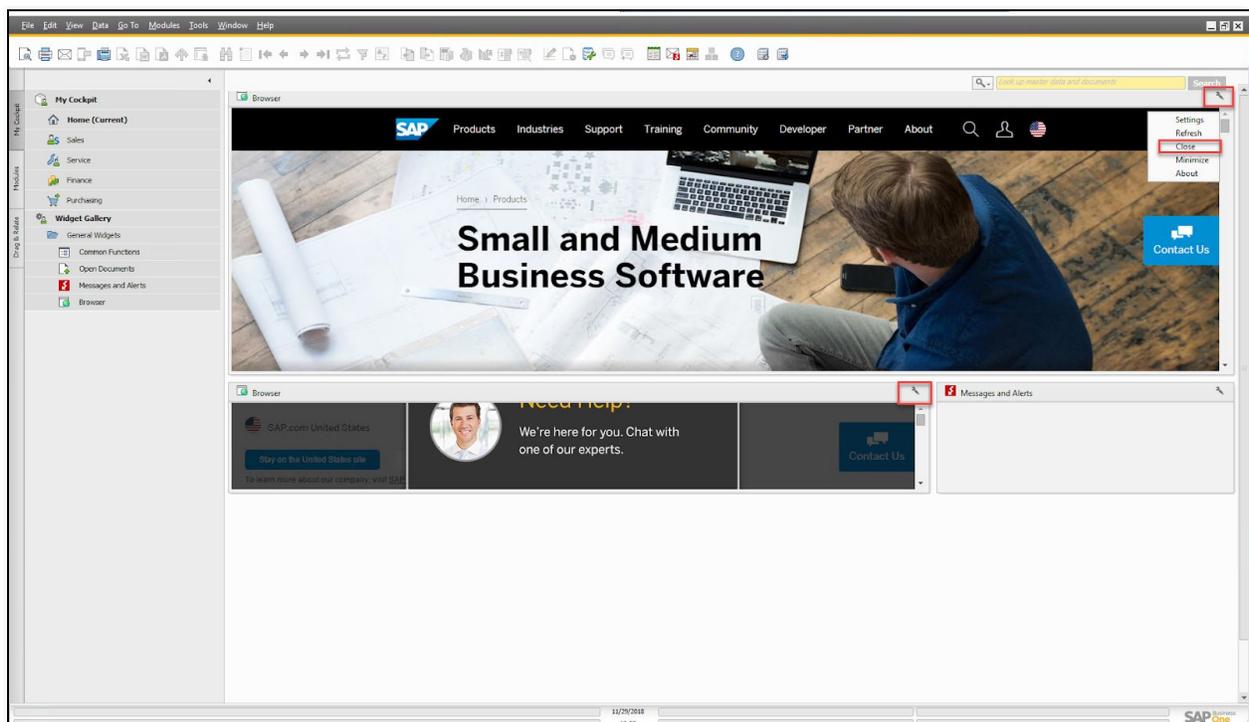


Summary

The cockpit is an easy to use tool that allows you to easily access commonly used functions, see open items as well as add certain widgets to your main screen.

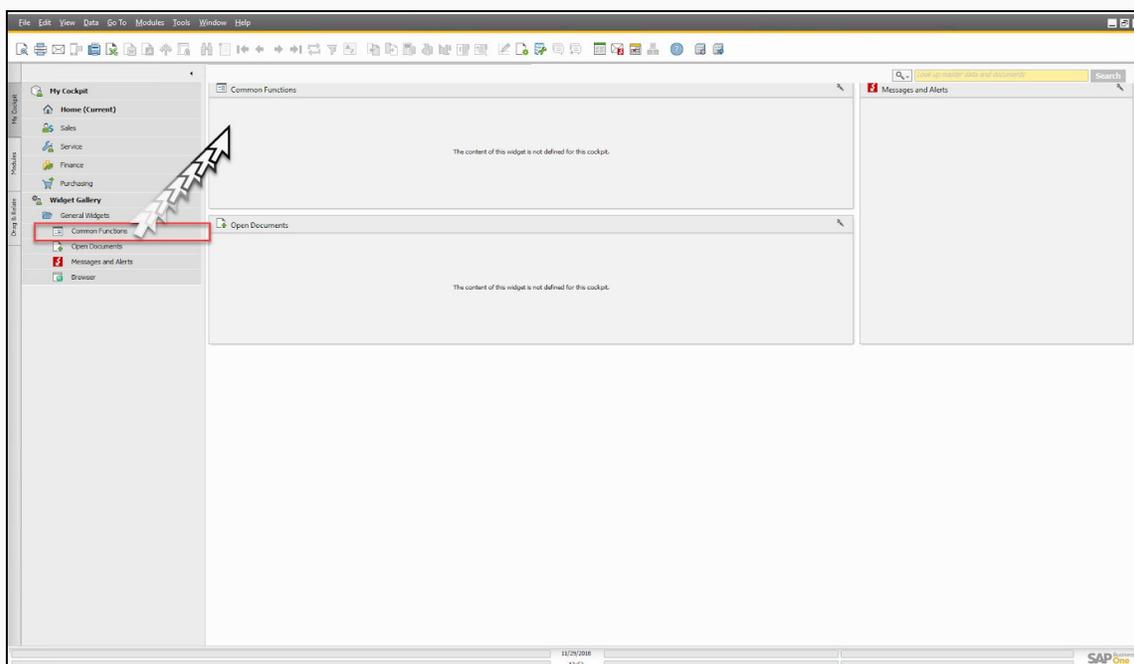
Step-by-step guide

1. In the menu bars under Tools->Cockpit->Enable My Cockpit.
2. It will prompt you to restart to finish the process. You can use the Administration Module> Choose Company to restart without having to close out completely.
3. Once you've restarted, you'll likely have a few Browser windows in your main cockpit area. You'll want to close those out to make room for your Common Functions and Open Documents.
4. In the upper right corner of the "Browser" window, click on the wrench icon and select "Close". That removes the browser from the cockpit area.





5. Next, drag over your Common Functions and Open Documents Widgets.



How to Customize your Common Functions Box:

1. Click to expand the Modules tab
2. Select the specific function you'd like to move
3. Drag and drop functions to personalize your 'Common Functions' box
4. To remove a function, just pull it out of the box and release

How to Customize your Open Documents Box:

1. Click on the wrench in the upper right hand corner of box
2. Checkmark which functions you'd like to view within the open documents box
3. Click update
4. To remove an open document function, un-check from the settings wrench.

Don't forget to File > Exit to lock in these updates you've just made! (or you'll need to do them again next time)

Create a custom cockpit and save it:

<https://support.orchestrated.com/hc/en-us/articles/360000158647-How-to-Save-Your-Cockpit>