View the activity of all your contacts in one place. Track the emails you've sent, recently added notes, and added tasks across all your contacts. Use the widget to view recent activity from the last 30 days, directly from your "Home" dashboard.

1. By default when you login to your account you will land on the "Home" dashboard. Otherwise, click on the "Home" from the left navigation from anywhere within your account.

From the "Home" dashboard you have four reporting cards. These cards represent the lifecycle of your customers, from the time they're a lead through providing service and beyond. Those cards are:

1. **Organize leads**
   - On this card you can see how many new leads you've gotten in the last thirty days, how many total contacts you have in your list, and you can
easily add a lead to your list

2. Get the job

- On this card you can see how many quotes you've sent in the last 30 days that have yet to be accepted, how many quotes you've had accepted in the last 30 days, and you can easily create a new quote.

3. Get paid

- On this card you can see how much money you are waiting to receive on outstanding invoices from the last 30 days, how much money you've collected from invoices in the last 30 days, and you can easily create a new invoice.
4. Stay connected

- On this card you can see the open rate and click-thru rate on the last email broadcast you sent to your list. You can also easily start a new broadcast email.