

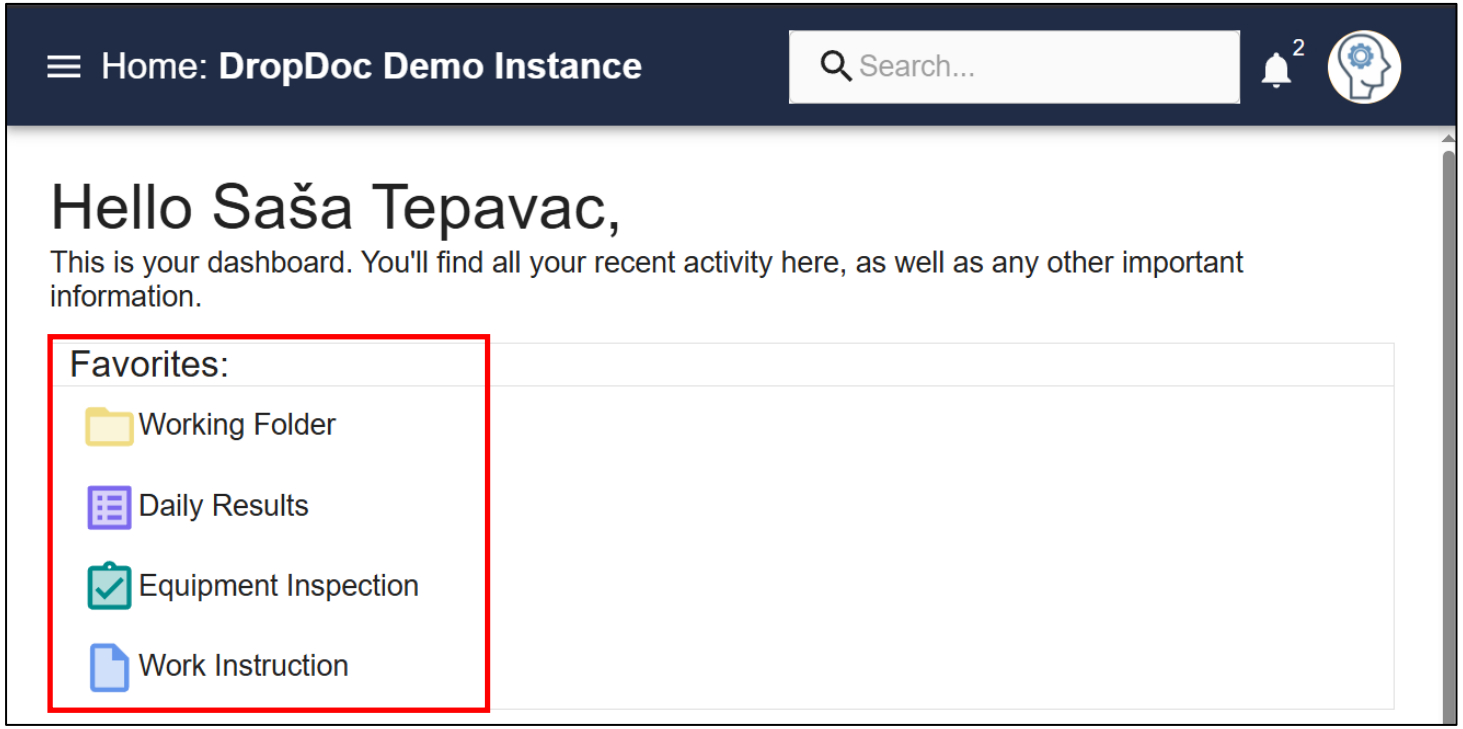
Home Dashboard

Shortcuts to favorite files & folders

Recent Checklist submission & document change activity

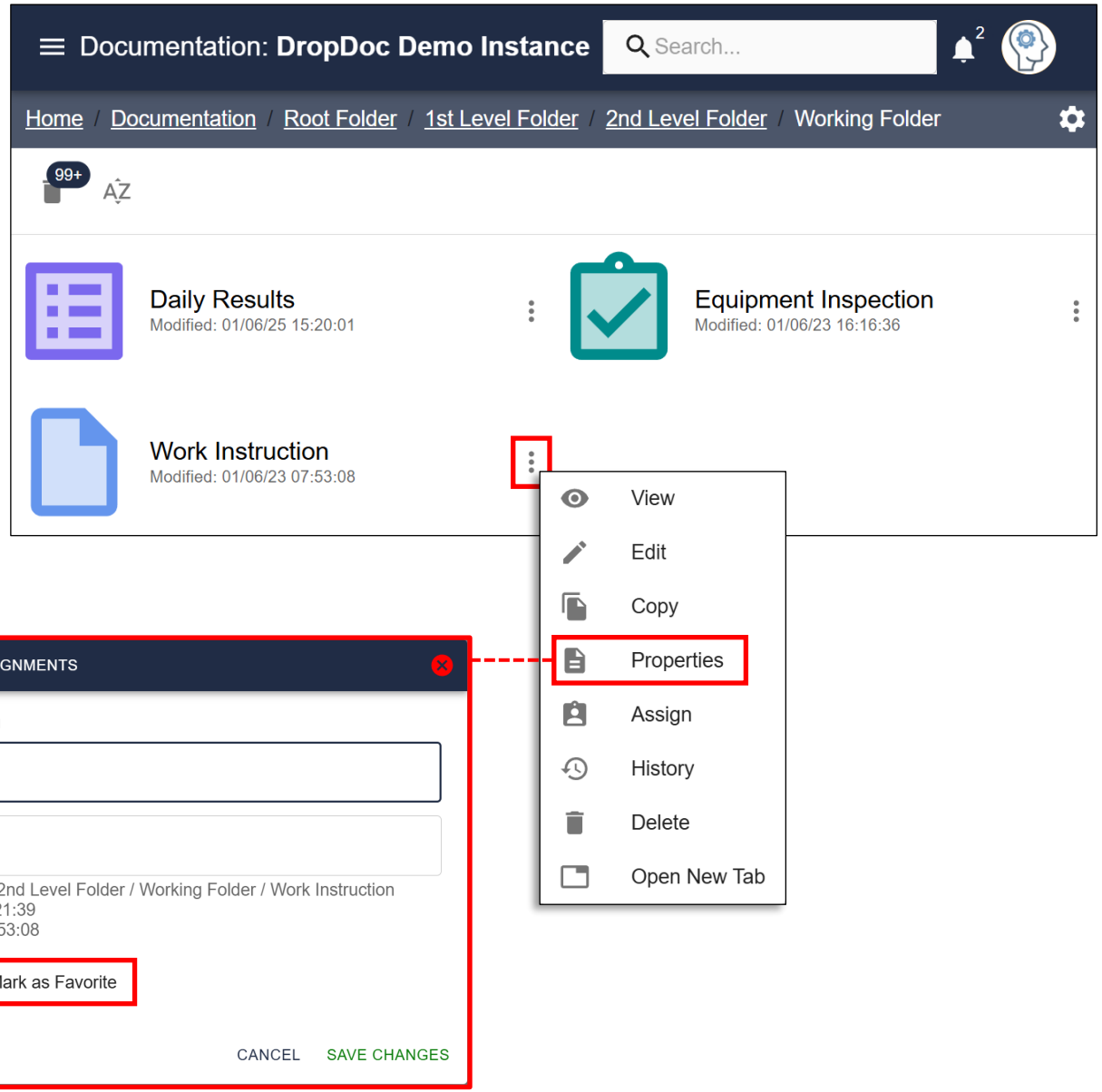
Home Dashboard Favorites

- All favorited documents & folders will appear on the home dashboard
- Users can pick their favorites using the Properties menu or gear icon



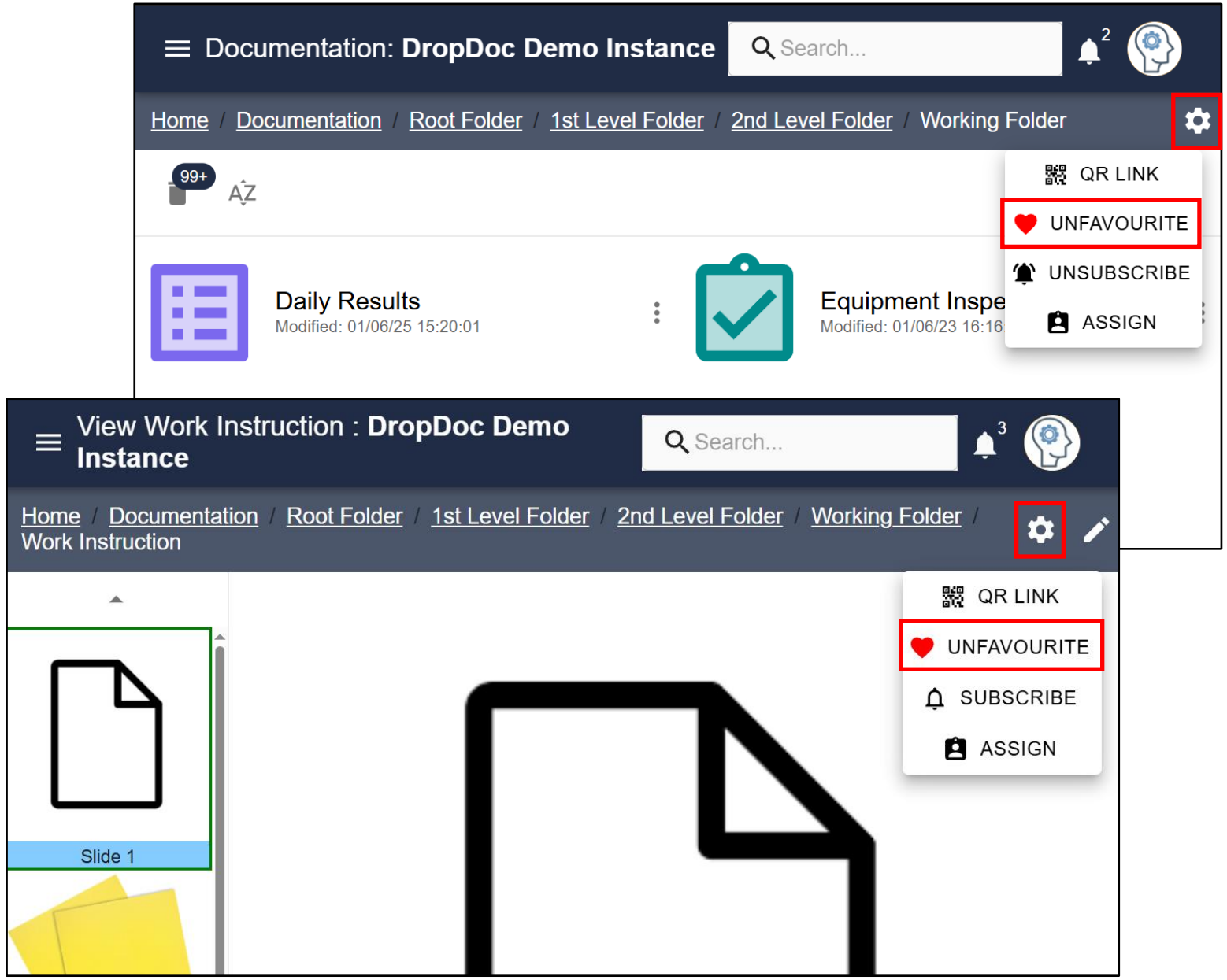
Properties Menu

- Subscribe to any folder or document by marking it as favorite using the Properties menu



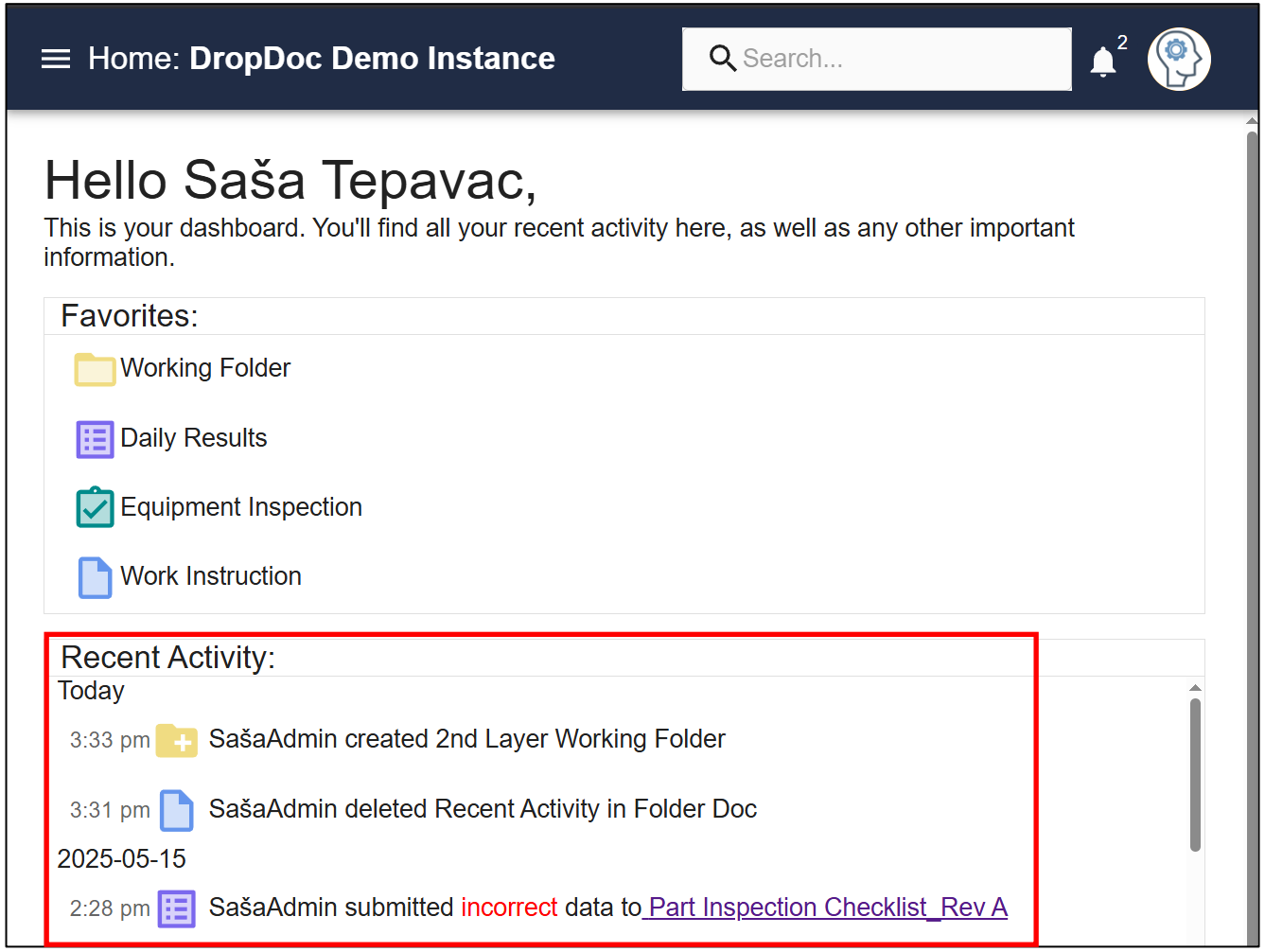
Gear Icon

- Subscribing can also be done from within a folder or document using the  icon



Home Dashboard Recent Activity

- Subscribing to folders notifies all child document & folder changes
- Subscribing to docs notifies recent changes and Checklist submissions
- See Subscribing to Notifications slides on FAQ page





Congrats on leveling up your DropDoc toolkit!