GUIDE FOR FUNCTIONALITIES

How do I track spending?

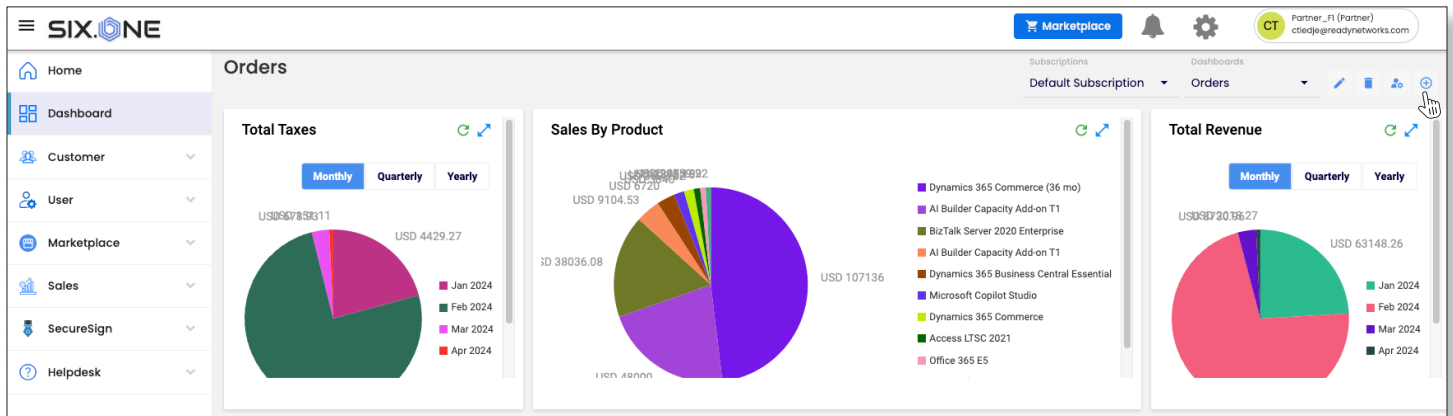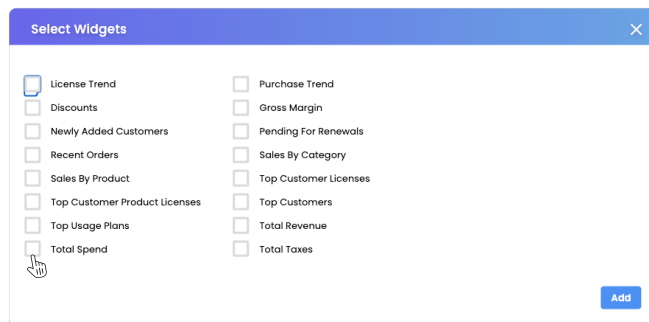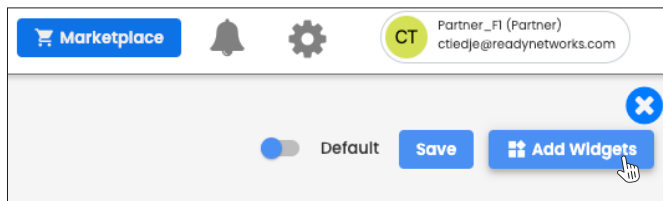**SIX.ONE**
Powered by READY.

TRACK SPENDING

Users can track spending by month, quarter, or year using a dashboard widget.
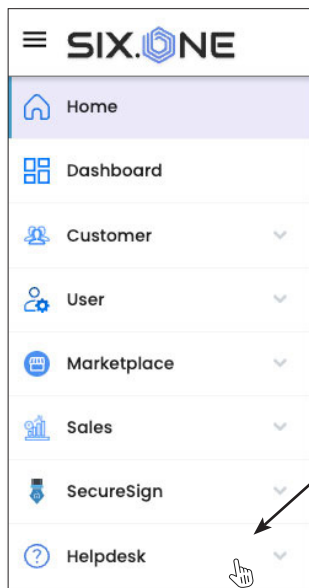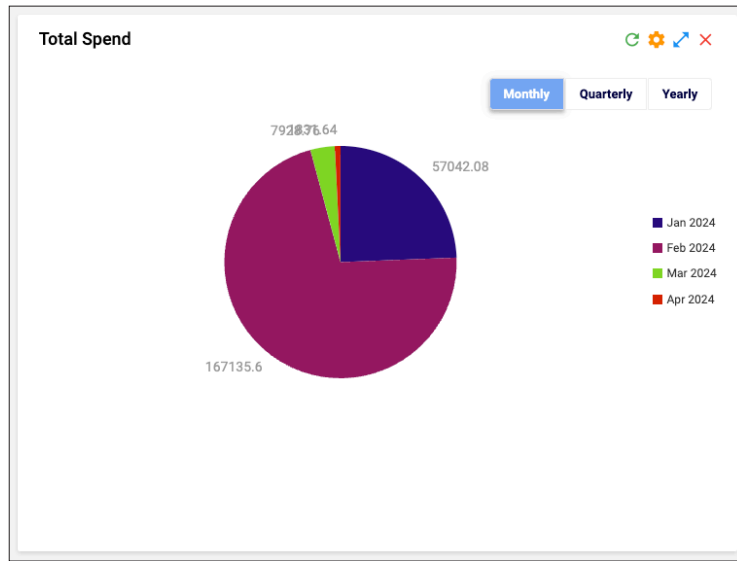
// DASHBOARD WIDGET

1. Click on "Dashboard" from the main menu. Then click the "+" icon in the top right.

2. Click the "Add Widgets" button, and then check the Total Spend box in the Select Widgets window.

3. The Total Spend widget will appear on your dashboard. You can sort by Monthly, Quarterly, or Yearly. Remember to save your dashboard.

If you have any additional questions or need to open a support ticket, then click the Helpdesk button from the main menu to open a ticket or review additional documentation. You can also email us at Support@Six.One