

My Desk — Overview

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Overview

My Desk is a personal workspace for monitoring work items that require attention. It provides a central view for users working across sales, purchasing, warehouse, project, and finance activities.

Use this area to review Tickets associated with your day-to-day responsibilities. Tickets help keep operational requests and follow-up work visible while items move through statuses such as Draft, Awaiting Approval, Approved, Due, and Paid.

Sales representatives, purchasing officers, warehouse managers, project managers, and finance officers can use My Desk to stay informed about the work assigned to them and the actions requiring timely attention.

What you can do here

- Open **Tickets** to view and manage operational work items from your personal workspace.

Related pages

- [My Desk](#)
- [My Desk](#)
- **My Desk — Learning Path**