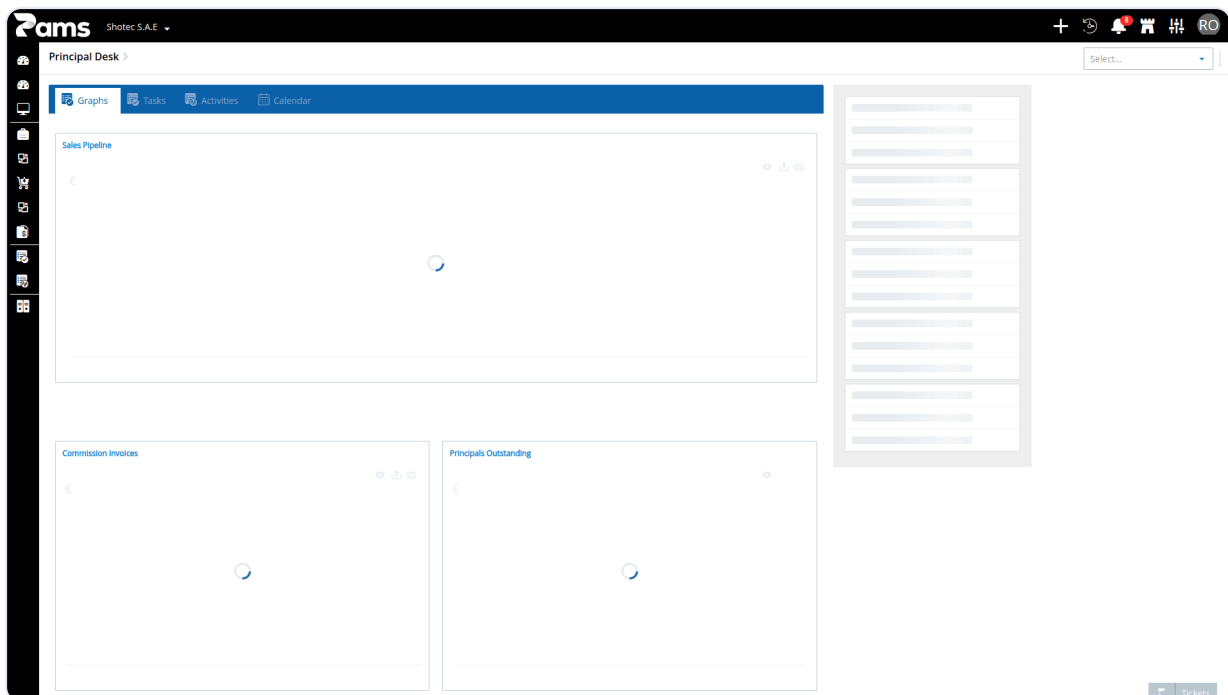


Principal Desk

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Principal Desk

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Principal Desk

Overview

Principal Desk provides access to the main work areas of the business operations platform. Use it to move between dashboard information, reports, sales, project management, purchasing, warehouse, finance, task, activity, data, and ticket work areas during your daily operations.

Steps

1. Select **My Desk**.
2. Select the work area required for your current task:

- Select **Dashboard** to access dashboard information.
- Select **Reports** to access reports.
- Select **Sales** to access sales work.
- Select **PM** to access project management work.
- Select **Purchasing** to access purchasing work.
- Select **Warehouse** to access warehouse work.
- Select **Finance** to access finance work.
- Select **Tasks** to access tasks.
- Select **Activities** to access activities.
- Select **Data** to access data work.
- Select **Tickets** to access tickets.

3. Select **Select** when this control is required in the current work area.

Tips & cautions

Tip: Use **My Desk** as the starting point when you need to move between operational work areas.

Note: Select the work area that matches the business process you are performing, such as **Sales**, **Purchasing**, **Warehouse**, or **Finance**.

Result

You can use Principal Desk to access the available operational work areas.

Related pages

- [Principal Desk — Overview](#)
- [Principal Desk](#)
- [Principal Desk — Learning Path](#)