How to Navigate the DDx

Once you have created an account and connected to your company’s account, the DDx will have 3 main views. These are the individual dashboard (My Portfolio), company dashboard (My Company), and the project dashboard.

1- Individual Dashboard

After login in to the DDx, you will be landing on the individual dashboard/My Portfolio view. The individual dashboard gives you a snapshot of your own projects, top performing projects, progress towards goal, and your account info.

Project Notifications

For this iteration of the DDx, Project Notifications are connected to the “Collaborators” functions. When someone invites you to work on a project as a collaborator, you will notice a notification appear in “My Portfolio” and you can accept or reject the invite.

2- Company Dashboard

The second view is the company dashboard (My Company). To get to “My Company”, navigate to the top right corner, click on your name, then click “My Company”. The “My Company” view gives you a snapshot of your company’s projects, top performing projects, progress towards goal, and company information.
3- Project Dashboard

The third view is the project dashboard that you can get to from “Manage Projects” tile in either “My Portfolio” or “My Company” by clicking on a given project. The project dashboard gives you a snapshot of a given project’s information, how does the project compare to other projects, progress towards goal, savings, collaborators, and project notes.

Watch a short video on navigating the DDx

Related articles
- How to Navigate the DDx
• How to Create and Edit Projects
• How to Manage your Projects
• How to Manage your Company Account (for admins)
• How to Delete a Project