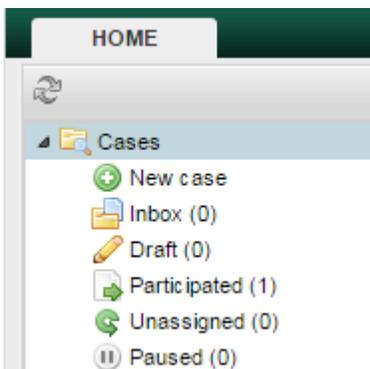
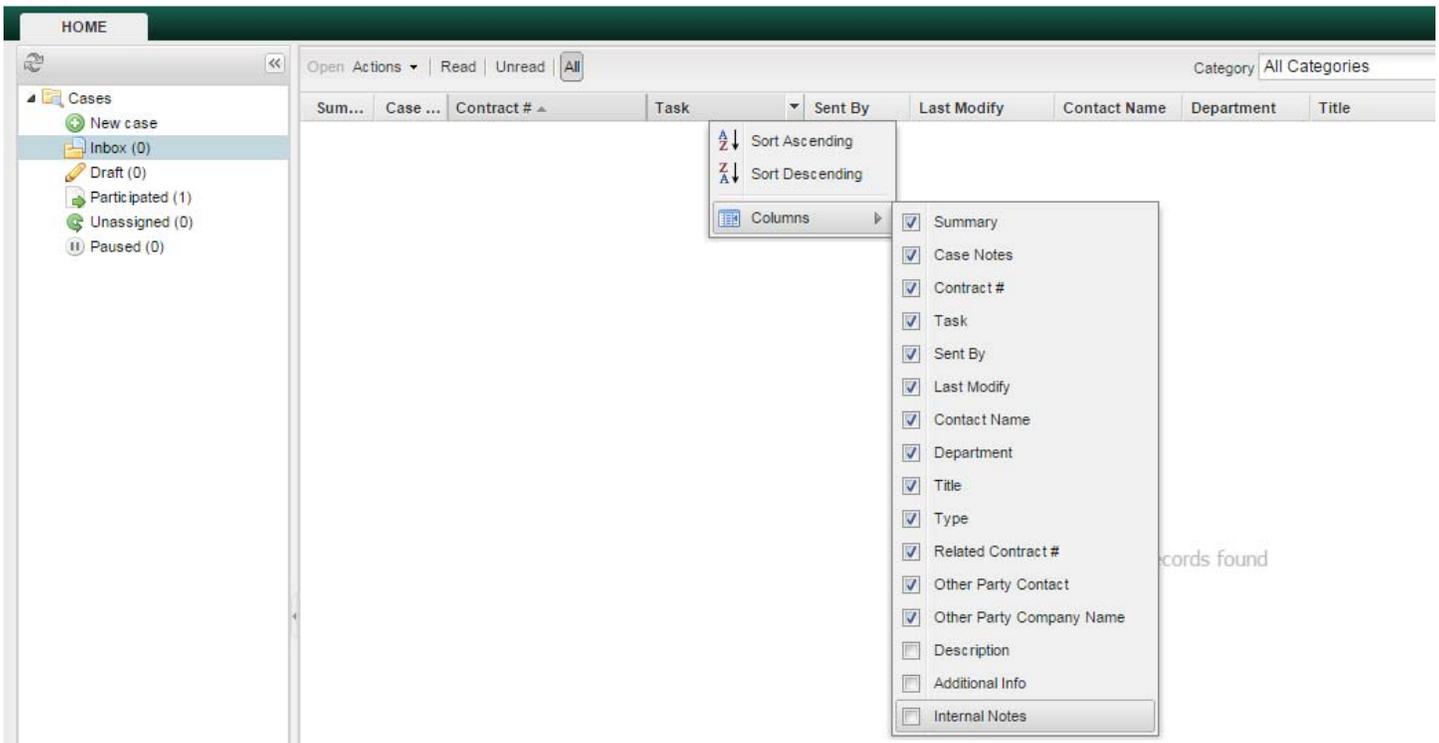


Contract Review Helpful Hints

The first time you login to ProcessMaker you will notice that you have quite a few columns displaying at the top of your screen (Contract #, Task, Sent By, etc.) You can customize the columns you see by following the directions below. The less columns you show the easier they will display on the screen. Choose the columns that are most helpful to you.

1. Click on the small arrow to the right of any of the column titles.
2. Choose **Columns** from the dropdown box
3. Uncheck the box next to the columns you would like to hide.
4. Click anywhere outside of the dropdown box to apply the changes.



Cases that are assigned to you will appear in your **Inbox**.

To view cases you have participated in choose **Participated** in the left hand navigation.

You will be able to search all of your participated cases and see helpful information about your case like who is currently working on your request.

