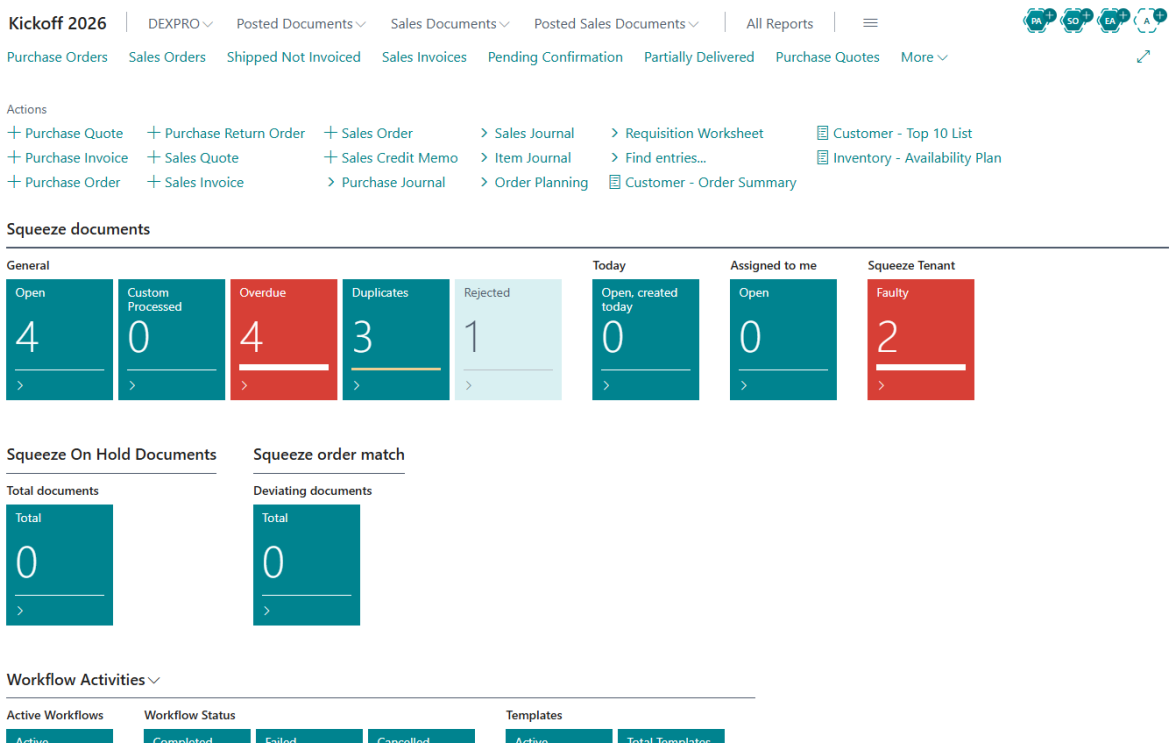
Role Center

DEXPRO Core ships a dedicated **Role Center for purchasing agents**. It gives people who process incoming documents an at-a-glance overview through activity cues that drill down to Core Documents, plus quick links to the Core pages they use most.

The Purchasing Agent profile

The Role Center is delivered as the **DEXPRO Purchasing Agent** profile. Selecting this profile makes the DEXPRO Core Role Center the user's home page.



Activity cues

The **Core Activities** cues summarize the Core documents by status and let you drill down to the underlying list. The cues include:

- **Open** — documents still to be processed.
- **Overdue** — documents that are past due (highlighted for attention).
- **Finished** — documents whose processing is complete.

- **Closed** — documents that have been closed.
- **Deleted** — documents marked as deleted.
- **Today** — documents received today.

Choosing a cue opens the **Core Documents** list filtered to the matching documents.

DEXPRO section

The Role Center includes a **DEXPRO** section with direct links to:

- **Core Documents**
- **Core Setup**

Selecting the profile

- Choose the **Settings** (gear) icon and then **My Settings**.
- In the **Role** field, choose the assist button and select **DEXPRO Purchasing Agent**.
- Confirm. The DEXPRO Core Role Center becomes the home page.

> An administrator can also assign this profile to users by default from the **Profiles (Roles)** page.

Related features

- Core Documents
- Core Setup

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