Viewing the Usage Dashboard: Quick Start Guide

LinkPoint Connect: Cloud Edition (Exchange + Salesforce)

Viewing the Usage Dashboard

The Usage Dashboard provides Admins with insight into real-time system usage and the ability to download user reports.

1. Click the **Dashboard** icon on the **Home** screen within the **Usage Dashboard** section.
2. Select **Filter** to change the view to: **Organization, Subscription, Profile: Administrator**, and **Profile: Standard User**.
3. Click the **Download User Report** button to review an Excel file containing user data based on the selected filters.
4. View the **Usage Stats** to see total numbers for Emails, Calendars, Tasks, and Contact synced.
5. View the **Usage Sync Status** to see which Sync Jobs are enabled or disabled and by how many users.

Get more out of Cloud Edition...

We want you to use LinkPoint Connect: Cloud Edition to its full potential. Here are some handy resources to help you along the way.

- Working with the Usage Dashboard: To review system usage and performance metrics.
- Searchable Knowledge Base: Detailed articles for each LinkPoint Connect function
- Video Library: Guided tutorials of specific Cloud Edition features including Set Up and Sync
- LinkPointers Webinars: Live demonstrations on various topics with audience Q&A

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