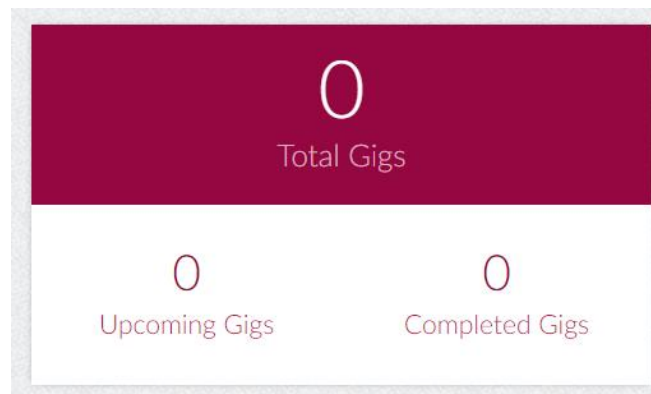


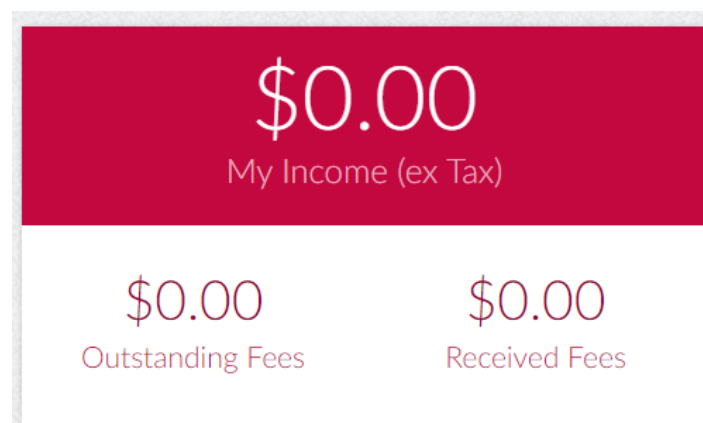
## HOW TO USE THE DASHBOARD FEATURES

The main Dashboard Features are described below.

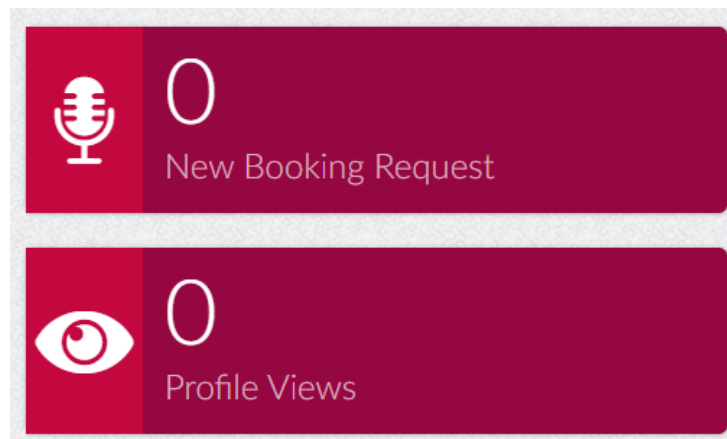
1. You can see the total number of the concerts you have performed, as well as the number of upcoming concerts that you will perform.



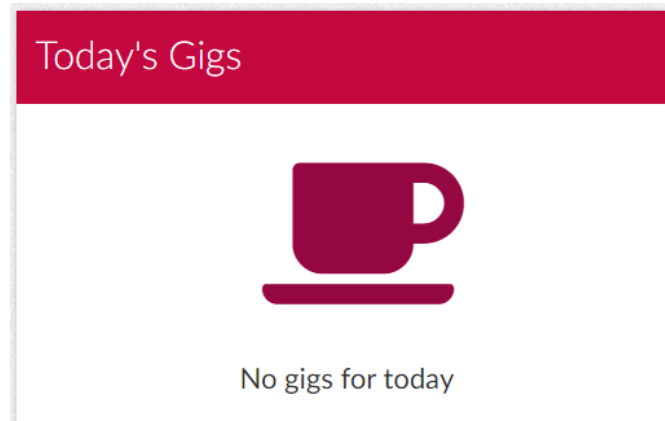
2. The dashboards also shows your gross income, any outstanding fees or payments for completed gigs (received fees).



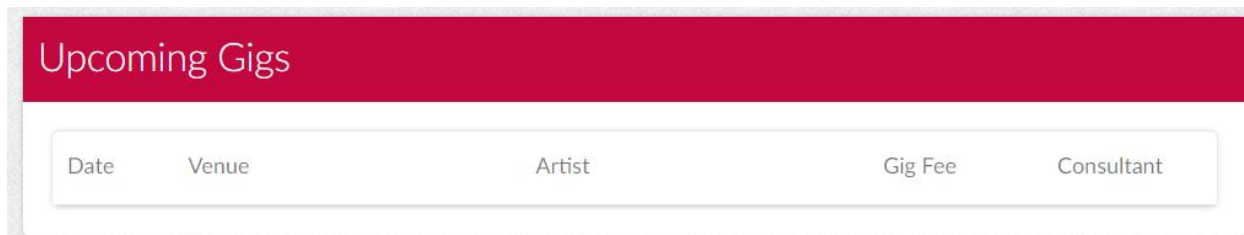
- There is a counter feature that shows increases in the number of new booking request and the number of visits to a profile.



- The feature below will inform you if there are concerts scheduled for that day or tell you when there are no concerts scheduled for that day.



- “Upcoming Gigs” shows you a list of upcoming future gigs, providing basic information such as: date, venue, artist, upcoming gig fee, and the name of the consultant for a gig booking.



Date	Venue	Artist	Gig Fee	Consultant
------	-------	--------	---------	------------

6. When searching for details for a previous gig, you can use any of the following options

Dashboard

Month ▾

Nov 2021

7. You are given several filter options for performing a search.

Today

This Week

Month

Custom

8. When you select to filter the results by month, you will then need to choose a month for the search.

2021

November

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

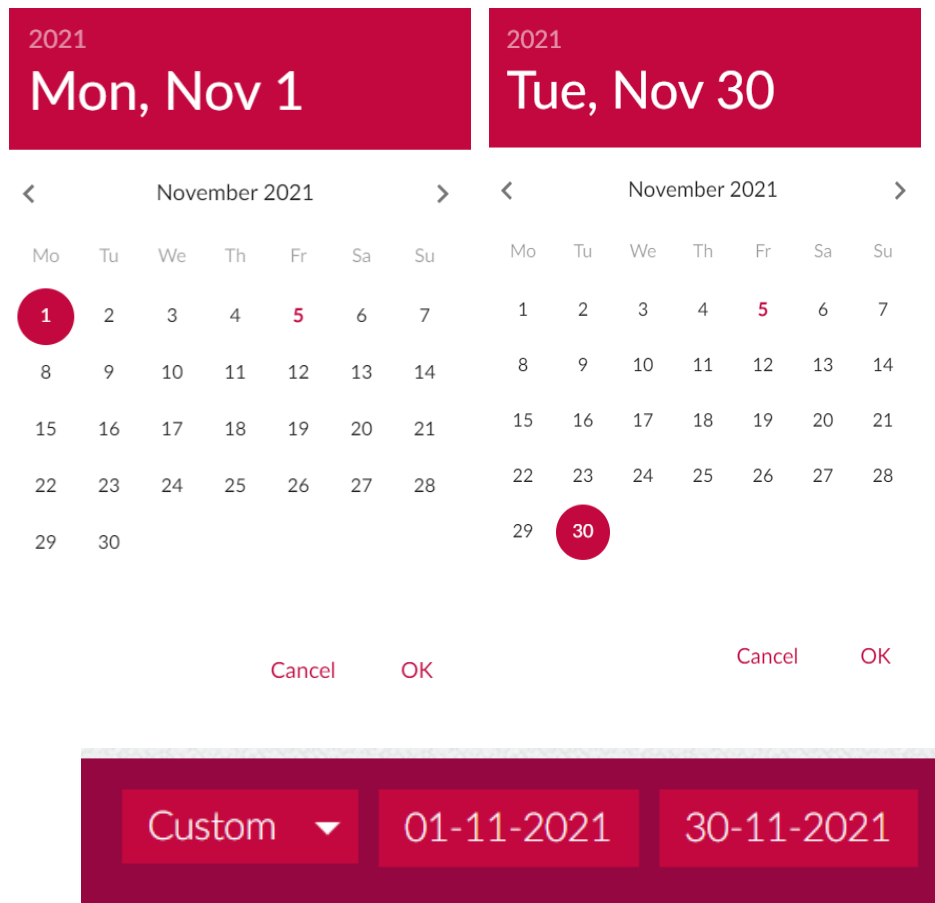
Nov

Dec

Cancel

OK

9. If you select the custom option, you need to choose the range of dates you wish to search for from the calendar.



2021  
**Mon, Nov 1**

2021  
**Tue, Nov 30**

< November 2021 > < November 2021 >

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Cancel OK Cancel OK

Custom ▼ 01-11-2021 30-11-2021