

# Quick Reference Guide

## CorrigoPro Home Page Overview and Navigation

- Log into CorrigoPro at [login.corrigo.com](http://login.corrigo.com) and you will see the below screen
  - Not all these icons below will always show up for you, depending on if you are logged in as an administrator, or how far along you are in the sign-up process

The screenshot shows the CorrigoPro Desktop interface with the following callouts and their corresponding elements:

- Upgrade Support:** Points to the 'CORRIGOPRO' logo area.
- Manage your CorrigoPro Membership or Subscription:** Points to the 'Complete your Company Profile' section.
- Manage your Companies Information:** Points to the 'now at 92%' progress indicator.
- All old WorkTrack Work Orders (if applicable):** Points to the 'BID OPPORTUNITIES' section.
- Bid Opportunities for new clients:** Points to the 'YOUR INVOICES NEED ATTENTION' section.
- Invoicing App:** Points to the 'YOUR INVOICES NEED ATTENTION' section.
- Self Help Documents and Videos:** Points to the 'SUPPORT CENTER' button.
- Provider Score Card Rating:** Points to the '71 your average score' widget.
- Change Language:** Points to the user profile dropdown in the top right.
- Switch between CorrigoPro Accounts:** Points to the user profile dropdown in the top right.
- Service Pro Settings:** Points to the 'User Management' header.
- CorrigoPro Work Orders:** Points to the 'WDS BY STATUS (LAST 90 DAYS)' pie chart.
- Enroll in/Learn about Corrigo Assure:** Points to the 'CORRIGO ASSURE' section.
- CorrigoPro Direct:** Points to the 'CORRIGO PRO DIRECT' section.
- Update User Information/logout:** Points to the user profile dropdown in the top right.
- Click to come back "Home" to this page:** Points to the home icon in the top right.

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**VERSION CONTROL:** *Revision: 1.0 | Tim Schilling | 11/21/19 | First Release*