

Getting Started

The Admin Dashboard and how the LeaseOps team works the queues.

- [Admin Dashboard](#)

Admin Dashboard

The Dashboard is your starting point each day. It shows what needs the LeaseOps team's attention across the whole platform — unread messages, contact requests, and owner changes waiting for review.

“ ? Screenshot: the Admin Dashboard.

Today's counts

Five cards count the work waiting for you. Each card is a shortcut — select one to open that queue.

Card	Counts	Opens
Contact Us Requests	Applicant contact requests, with an "unanswered" tag	The contact-us queue
Property Owner Messages	Unread messages from owners	Messages from owners
Applicant Messages	Unread messages from applicants	Messages from applicants
Portfolio Reviews	Owner content changes waiting for review	The review queue
Publication Requests	Properties waiting to be published	The publication queue

Portfolio changes awaiting review

Below the counts is your main work queue: the owner changes that need a decision. A counter shows how many are **pending**.

- Use the **Queue** filter to narrow the list. Select **Everything** to see all pools.
- Select **Review** on an item to open it and decide.

When the queue is clear, it reads **"No portfolio changes are waiting for review."**

Related: to review owner scoring-rule changes, see **Scoring Review**.