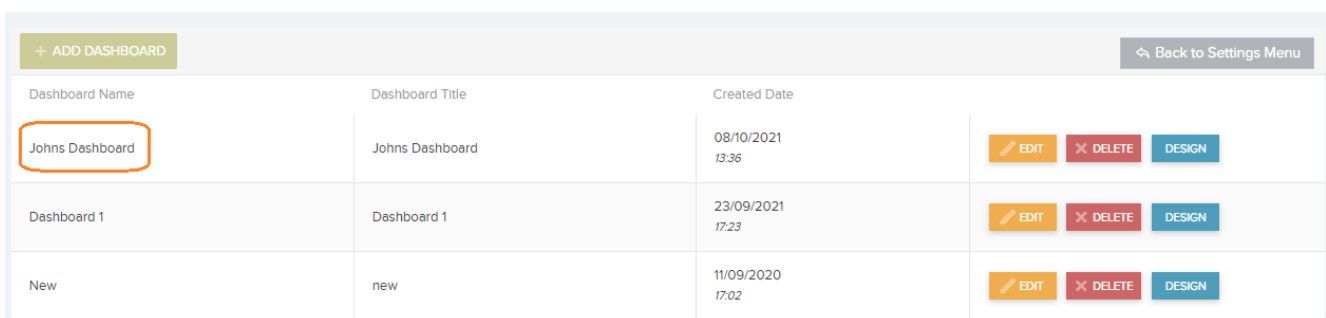


Dashboard Designer

Settings – Dashboard Designer allows the user to design their own dashboard with different Headers, Grids and Charts.

Your own personalised dashboard can then be the landing page on logging in. This can be set in **Users – Users General Settings – Display Settings**.

Step 1 – Add Dashboard & Name it

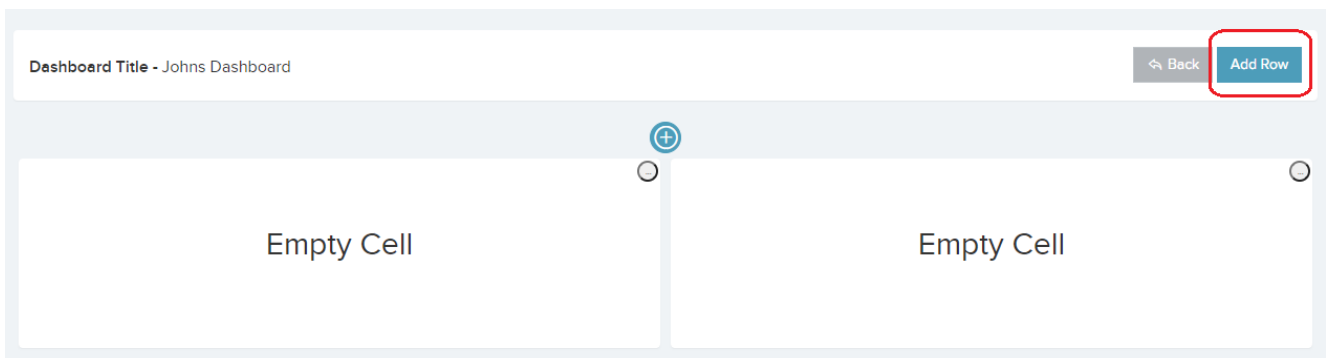


The screenshot shows a table with three columns: Dashboard Name, Dashboard Title, and Created Date. The 'Johns Dashboard' entry is highlighted with an orange box. To the right of each row are three buttons: EDIT (orange), DELETE (red), and DESIGN (blue). A '+ ADD DASHBOARD' button is in the top left, and a 'Back to Settings Menu' button is in the top right.

Dashboard Name	Dashboard Title	Created Date	
Johns Dashboard	Johns Dashboard	08/10/2021 13:36	EDIT DELETE DESIGN
Dashboard 1	Dashboard 1	23/09/2021 17:23	EDIT DELETE DESIGN
New	new	11/09/2020 17:02	EDIT DELETE DESIGN

Step 2 – Click Design to begin.

Click 'Add Row' and choose how many Cells you desire on the top row. As per screen shot below we have chosen 2 cells.

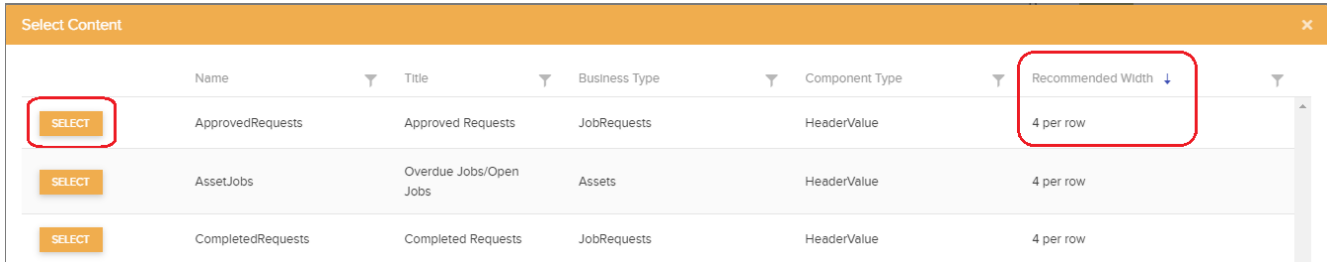


Step 3 – The button in the top right corner of each cell will reveal a pop up with the 70 different Dashboard

components .

Click Select to add that component.

Note the 'Recommended Width' column. This will give you an idea what components will work best for each cell.



	Name	Title	Business Type	Component Type	Recommended Width
SELECT	ApprovedRequests	Approved Requests	JobRequests	Header/Value	4 per row
SELECT	AssetJobs	Overdue Jobs/Open Jobs	Assets	Header/Value	4 per row
SELECT	CompletedRequests	Completed Requests	JobRequests	Header/Value	4 per row