## Dashboard Designer

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

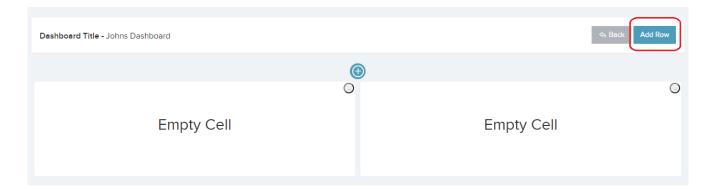
Your own personalised dashboard can then be the landing page on logging in. This can be set in Users – Users General Settings – Display Settings.

## Step 1 - Add Dashboard & Name it

+ ADD DASHBOARD	ເຊ Back to Settings Menu		
Dashboard Name	Dashboard Title	Created Date	
Johns Dashboard	Johns Dashboard	08/10/2021 <i>13:36</i>	PEDIT X DELETE DESIGN
Dashboard 1	Dashboard 1	23/09/2021 17:23	PEDIT X DELETE DESIGN
New	new	11/09/2020 17:02	PEDIT X 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.

Select Content										×
	Name	Ŧ	Title	T	Business Type	Ţ	Component Type	T	Recommended Width 🔱	T
SELECT	ApprovedRequests		Approved Requests		JobRequests	ŀ	HeaderValue		4 per row	*
SELECT	AssetJobs		Overdue Jobs/Open Jobs		Assets	ŀ	HeaderValue		4 per row	
SELECT	CompletedRequests		Completed Requests		JobRequests	ŀ	HeaderValue		4 per row	