

# 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			Back to Settings Menu
Dashboard Name	Dashboard Title	Created Date	
Johns Dashboard	Johns Dashboard	08/10/2021 13:36	<a href="#">EDIT</a> <a href="#">DELETE</a> <a href="#">DESIGN</a>
Dashboard 1	Dashboard 1	23/09/2021 17:23	<a href="#">EDIT</a> <a href="#">DELETE</a> <a href="#">DESIGN</a>
New	new	11/09/2020 17:02	<a href="#">EDIT</a> <a href="#">DELETE</a> <a href="#">DESIGN</a>

## 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.

Dashboard Title - Johns Dashboard

BackAdd Row

Empty Cell

Empty Cell

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