

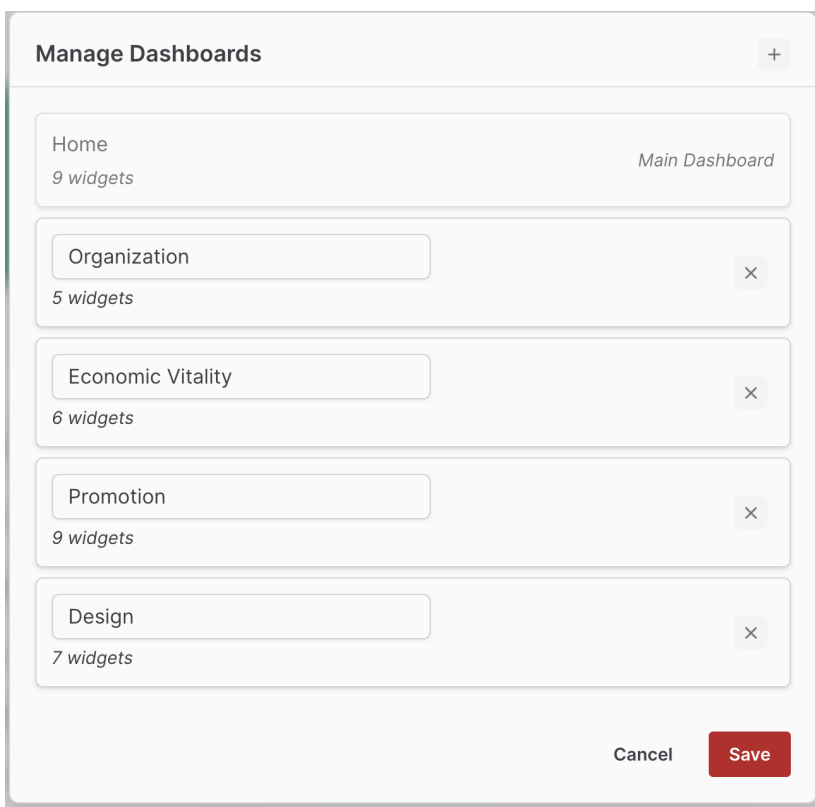
Dashboards

Dashboards are a way to display information that is already stored in the system on your screen. It is important to note that Dashboards are individual, and anything you set up will not be visible to any other user.

Everyone will have a default Home Dashboard. This is editable but is the only dashboard that cannot be deleted.

Users above "Volunteer" will also have an Organization, Promotion, Design, and Economic Vitality Dashboard by default. To edit, remove, or add Dashboards, from your Home screen click on the "Edit Dashboard" toggle.

Two icons will appear, a "+" button and a paper & pencil icon. This paper & pencil icon is the one to click on to edit the dashboards. This will open the dashboard editor.



The screenshot shows a 'Manage Dashboards' window. At the top left is the title 'Manage Dashboards' and at the top right is a '+' icon. Below the title is a list of dashboards. Each dashboard entry consists of a text box containing the dashboard name, the number of widgets below it, and a delete button (an 'x' in a circle) on the right. The dashboards listed are: 'Home' (9 widgets, labeled 'Main Dashboard'), 'Organization' (5 widgets), 'Economic Vitality' (6 widgets), 'Promotion' (9 widgets), and 'Design' (7 widgets). At the bottom of the window are two buttons: 'Cancel' and 'Save'.

Dashboard Name	Number of Widgets	Can Delete
Home	9	No
Organization	5	Yes
Economic Vitality	6	Yes
Promotion	9	Yes
Design	7	Yes

This will show you all of your dashboards and how many widgets are on each dashboard.

To rename a dashboard, simply use the text box to edit the name.

To remove a dashboard, click on the "x" on the right side of that dashboard.

To add a new dashboard click on the "+" button in the upper right hand corner. A new line will appear and you can name that dashboard.

When you are done, click the save and your dashboards will be saved.

Revision #1

Created 27 April 2024 17:52:07

Updated 27 April 2024 18:03:23