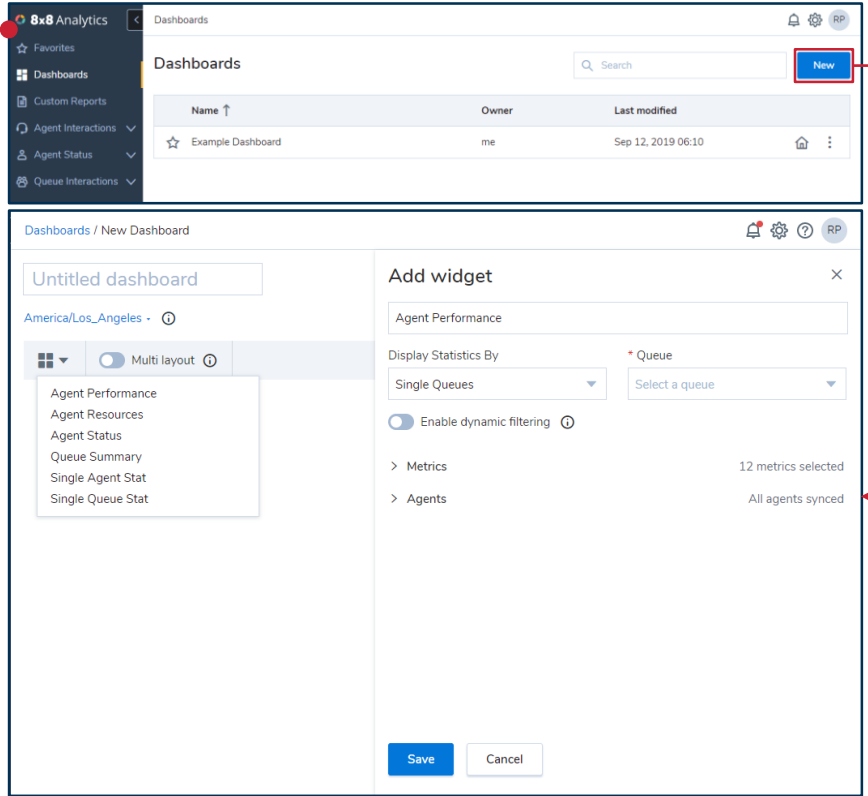


Analytics Dashboards

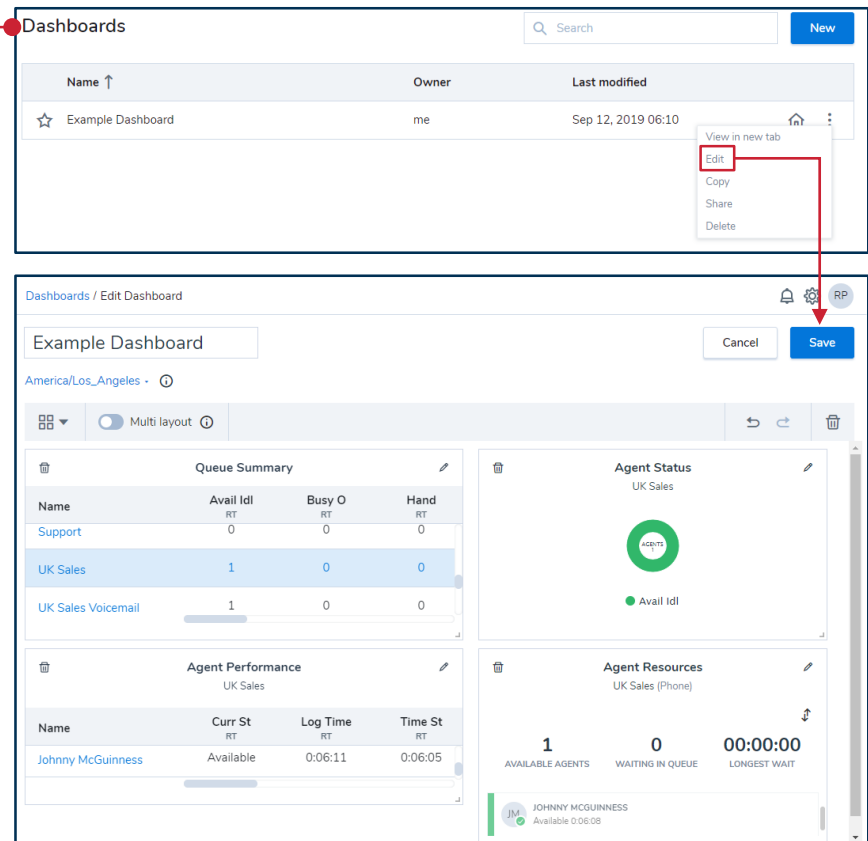
Create new Dashboard

1. Select **Dashboards** in the navigation pane
2. Select **New**
3. Name the Dashboard
4. Select the **Add widget** icon
5. Select a widget and customize
6. Select **Save**
7. Repeat steps 4 – 6 to add more widgets
8. Select **Save**



Edit a Dashboard

1. Select **ellipsis** next to Dashboard to edit
2. Select **Edit**
3. Select **Edit** icon next to widget to edit or click and drag widget to move into new position
4. Select **Save**



Analytics Dashboards

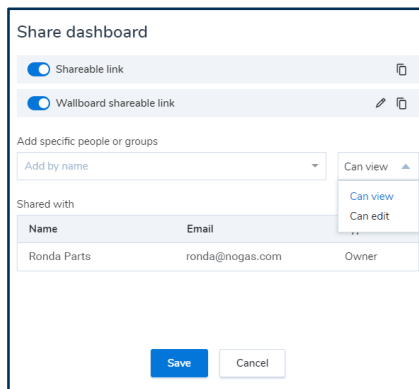
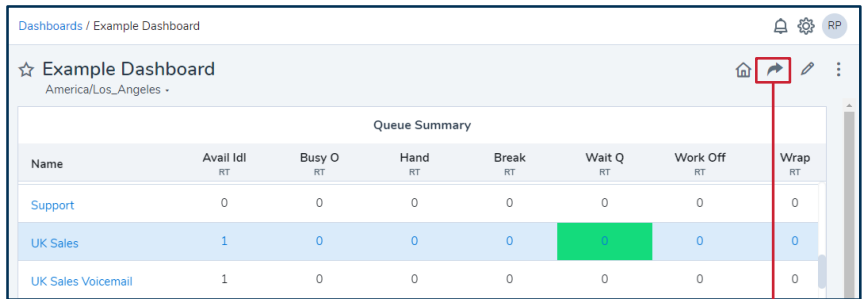
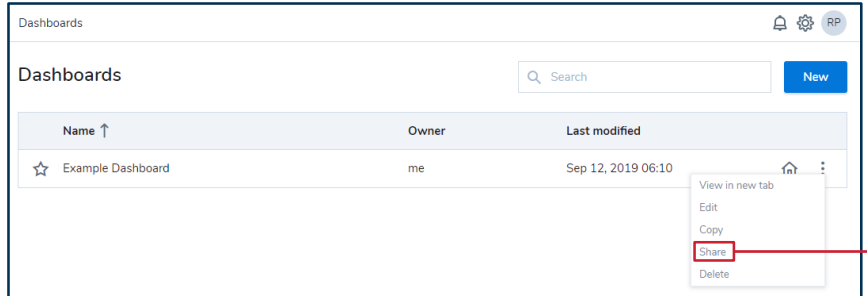
Share a Dashboard

There are two ways to share a dashboard:

1. From **Dashboards** area, select the **ellipsis** next to Dashboard to share; then select **Share**
2. While viewing dashboard, select the **Share** icon

A pop-up appears. Select the **Copy** icon to get link and send to colleague; or enter colleague email address and select **Save**.

Note: If using email option, select **Can View** or **Can edit** from drop-down to specify colleague's access rights.



Share Dashboard as Wallboard

1. In Share Dashboard pop-up, select the **Edit icon** next to Wallboard shareable link
2. Configure viewing settings
3. Choose Light or Dark theme
4. Adjust switches for Hide wallboard title, Hide timezone, and Hide widget headers
5. Select **Done**
6. Configure remaining sharing options and select **Save**

