

## Risk Assess – Internal/External Dashboard Request Form

**Step 1:** Choose a user and set-up a dashboard with the desired pages and widgets on the Personal tab of the dashboard. Provide the username:

**Step 2:** Determine if the dashboard will be for internal users, external users, or both. Please enter internal, external, or both:

**Step 3:** Would you like this template set as a default? Note that you can only have one default each for internal and external, so if this will be for both then it will be the only default. Also, any existing dashboards currently set as a default will be replaced as the default for the appropriate group (internal, external, both), although they will still be available to be assigned.

Please enter Default or Not Default:

**Step 4:** Provide a name for the dashboard:

**Step 5:** Specify if you wish to have all existing dashboards removed (if you do not choose to have this done then any user who has already visited their Personal page will not get the dashboard as a default). Remove all existing user dashboards (enter Yes or No):

**Step 6:** Please submit this form to your Coupa Client Services, Customer Success, or Support representative.