

# Create Shared Dashboards

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Administrators can share dashboards with users in their region by specifying the name, layout, whether the dashboard is *Active*, and whether it should be available to *All Users*, *Selected Roles*, or *Selected Users*. Like personal dashboards, shared dashboards appear blank at first and must be configured by adding gadgets. Shared dashboards can be edited, configured, and/or deleted by administrators and other users that have adequate permissions.

**Name:\*\***

**Number of Columns:\*\***

**Active:** ☒ Available within the region




**Access:\*\*** ☒ All Users ☐ Selected Roles ☐ Selected Users

## To create a shared dashboard

1. In the main menu, click **Setup** and then click **Dashboards**. The *Dashboard List* page opens.
2. On the right, click **Create Shared Dashboard**. The *Create Shared Dashboard* page opens.
3. Enter this information.

Field	Description
Name	Name you want to use for this dashboard.
Number of Columns	Number of columns (1, 2, 3, or 4) you want available for displaying and organizing gadgets.
Active	Whether the dashboard is available to users. Automatically selected, which indicates the dashboard is <i>Active</i> . Clear the check box to deactivate the dashboard and hide it from users.  <b>Note:</b> Administrators can view and work with inactive dashboards on the <i>Dashboards List</i> page by selecting the <b>include inactive dashboards</b> checkbox on the upper right of the page.
Access	Which users have access to the dashboard, including: <b>All Users</b> , <b>Selected Roles</b> or <b>Selected Users</b> .

4. Click **Save**. The new dashboard appears in the list, but it is blank.
5. Locate the dashboard and, on that row, click **Configure**. The page opens.
6. Take any of these actions.

If you want to...	Then...
Add a gadget,	a. Click <b>Add Gadget</b> . The <i>Add Gadget</i> window opens. b. Locate the type of gadget you want to add, and on that row, click <b>Add</b> . The <i>&lt;Gadget Name&gt;</i> window opens. For more information, go to <a href="#">Available Gadgets</a> . c. Enter the parameters for that gadget. For more information, go to <a href="#">Gadget Parameters</a> . d. Click <b>Done</b> .
Resize a gadget,	Click the lower edge of a gadget and move it up or down.
Move a gadget,	Click the gadget title bar and move it to another position on the dashboard.
Refresh a gadget,	On the gadget title bar, click the refresh icon. 
Adjust the parameters of a gadget,	On the gadget title bar, click the gear icon. 
Delete a gadget,	On the gadget title bar, click the delete icon. 

7. When you are done configuring the dashboard, in the upper right, click **back**.