Create Shared Dashboards

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:**	Regional Dashboard
Number of Columns:**	2 ▾
Active:	☑ Available within the region
Access:**	◉ All Users ◯ Selected Roles ◯ Selected Users
	Save Cancel

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 *Active*. Clear the check box to deactivate the dashboard and hide it from users. ***Note***: *Administrators can view and work with inactive dashboards on the Dashboards List page by selecting the **include inactive dashboards** checkbox on the upper right of the page.*
Access	Which users have access to the dashboard, including: **All Users**, **Selected Roles** or **Selected Users**.

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 **Add Gadget**. The *Add Gadget* window opens. b. Locate the type of gadget you want to add, and on that row, click **Add**. The *<Gadget Name>* window opens. For more information, go to Available Gadgets. c. Enter the parameters for that gadget. For more information, go to Gadget Parameters. d. Click **Done**.
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**.