

Manage Shared Dashboards

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Administrators can manage the dashboards they share with users in their region by editing, configuring, and/or deleting the dashboards. Editing a dashboard allows you to adjust the name, general appearance, and access. Configuring a dashboard, on the other hand, involves selecting, defining, and placing gadgets on the dashboard. Deleting a dashboard permanently removes it from the system.

To edit shared dashboards

1. In the main menu, click **Setup** and then click **Dashboards**. The *Dashboard List* page opens.
2. Locate the dashboard (if necessary, on the upper right, select the **include inactive dashboards** checkbox) and on that row, click **Edit**. The *Edit Shared Dashboard* page opens.
3. Enter changes to the **Name** or **Number of Columns**, indicate whether the dashboard is **Active**, and/or select a different **Access** option.
4. Click **Save**.

To configure shared dashboards

1. In the main menu, click **Setup** and then click **Dashboards**. The *Dashboard List* page opens.
2. Locate the dashboard (if necessary, on the upper right, select the **include inactive dashboards** checkbox) and on that row, click **Configure**. The *Dashboard for <Name>* page opens.
3. Take any of these actions.

If you want to...	Then...
Add a gadget,	<ol style="list-style-type: none">a. Click Add Gadget. The <i>Add Gadget</i> window opens.b. Identify the type of gadget you want to add, and on that row, click Add. The <i><Gadget Name></i> 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. 

4. When you are done configuring the dashboard, in the upper right, click **back**. The *Dashboard List* page opens.

To delete shared dashboards

1. In the main menu, click **Setup** and then click **Dashboards**. The *Dashboard List* page opens.
2. Locate the dashboard (if necessary, select the **include inactive dashboards** checkbox on the upper right) and on that row, click **Delete**. The *Delete Dashboard* confirmation message opens.
3. To proceed with deleting the dashboard, click **OK**.