

Manage User Dashboards

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Administrators can access users' dashboards to help them configure and manage the display of information about resources. In order to help users better understand and utilize dashboards, administrators can edit, copy, configure, and/or delete dashboards, gadgets, and resource groups on users' dashboards.

3. Views

Default View: Region Default ▼

Views in This Region:

- ☒ Region Default
- ☒ East
- ☒ West
- ☒ HPP Site Visits
- ☒ Surge Capacity Trailers
- ☒ Dialysis Services
- ☒ Functional Needs Shelters
- ☒ Chempack Sites




View Other Regions: ☒ yDemo Region

User Dashboards: View User's Dashboard

Dashboards to View:

To manage user dashboards

1. In the main menu, click **Setup** and then click **Users**. The *Users List* page opens.
2. Locate the user and click their name. The *View User* page opens.
3. Click **Dashboard**. The *Dashboard* page opens.
4. Take any of these actions.

If you want to...	Then...
View a different dashboard,	Click the list that shows the name of the current dashboard and click the name of the dashboard you want to view.
Add a gadget,	<ol style="list-style-type: none">a. Click Add Gadget. The <i>Add Gadget</i> window opens.b. Locate 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. 
Create a new dashboard,	<ol style="list-style-type: none">a. Click Manage Dashboards and in the list, click New Dashboard. The <i>New Dashboard</i> page opens.b. Enter the Name and Number of Columns.c. Click Done.

Edit a dashboard,	<ul style="list-style-type: none">a. Click Manage Dashboards and in the list, click Edit Dashboard. The <i>Save Dashboard</i> page opens.b. Enter changes to the Name and Number of Columns fields.c. Click Done.
Copy a dashboard,	<ul style="list-style-type: none">a. Click Manage Dashboards and in the list, click Copy Dashboard. The <i>Copy Dashboard</i> page opens.b. For Name, enter the name you want to use to refer to this dashboard.c. Click Done.

5. When you are done viewing or managing the dashboard, in the upper right, click **back**.