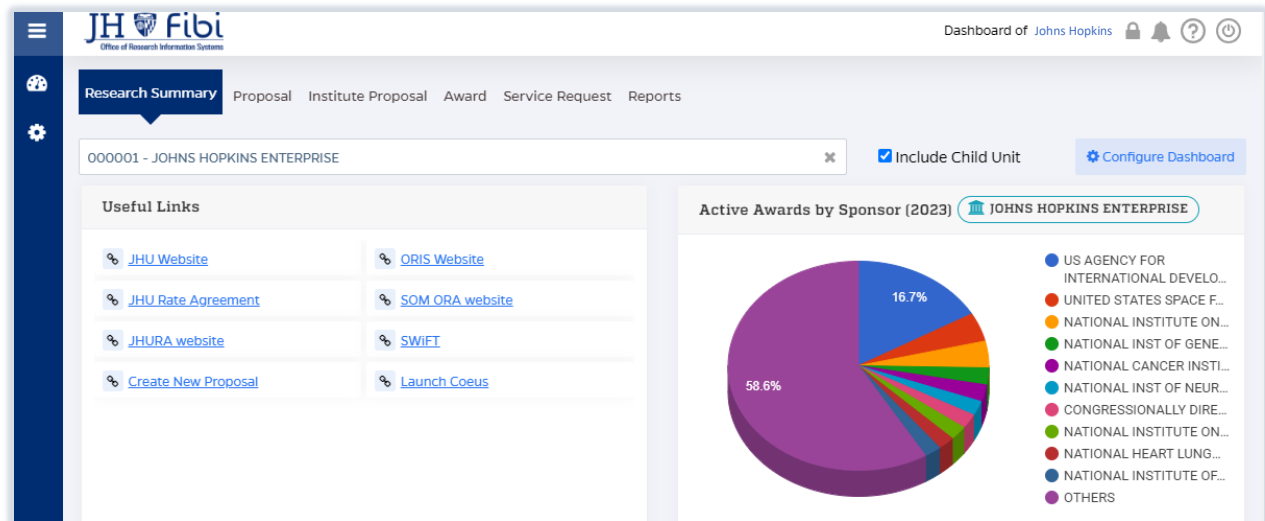






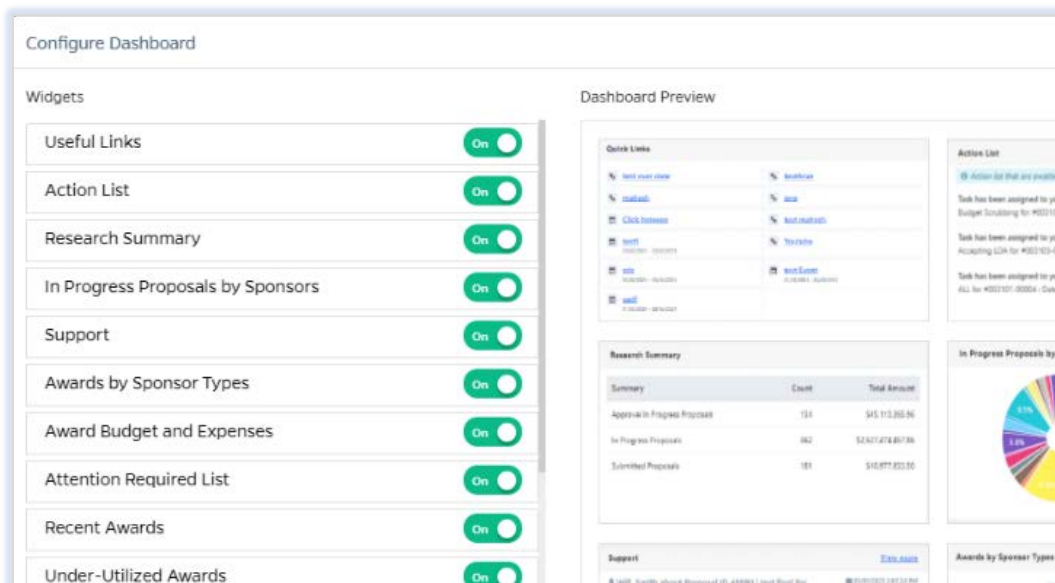
Customize the Dashboard

The user's Landing Page, also known as the Dashboard, will look similar to this:




To change the layout of the Dashboard Landing page:

- Click on the **Configure Dashboard icon**  in the upper right corner of the screen.
- Turn **Widgets** on and off by choosing the toggle button  next to each Widget until it displays your desired choice, either **On** or **Off**.
- Click and drag the widget desired to move it in order on this page. The widget will move on the **Dashboard Page** to the order you selected.



To Set a Default Unit for data showing in the Widgets:

- Click on the **Configure Dashboard icon**  in the upper right corner of the screen.
- Enter the Lead Unit # or part of the name in the elastic search and choose appropriately from the dropdown menu.
- Check the “Include Child Unit” box if children units should be included. Uncheck if only the Default Unit is desired.

Set Default Unit

Choose the Default Unit to filter widget data; only one unit can be set as the default.

Search for Unit

Include Child Unit