Dashboard Usability

Description		How To
		Make sure that user dashboard role from User Security screen is administrator.
1. Add a tab		Go to **Dashboard** > **Tabs**
		Add Tab Name and save. Added tab/ tabs should automatically display on main dashboard.
2. Add personal panel		Go to **Dashboard** > **Add Panel**
		Enter Panel Name, Panel Caption, Class, Style, Rows Retrieved, Rows Visible, Description, Query, Date Condition, Other Filter and Connection.
		Sample Panel below:
		Click Fill Columns button to populate specified fields on Column Settings tab from the query.
		Click Save button. Panel should appear like this:
3. Activate Canned Panel		Go to **Dashboard** > **Panels**
		Go to Canned Panels tab. Select iRely - Inventory Overview Detail and click Activate button.
		Click Save button to show a copy of canned panel on Active Panels tab.
4. Add the personal panel and copy of canned panels on dashboard		Go to **Dashboard** > **Panel Layout**
		On Panel Layout screen, set the Display Columns field into 2.
		Under column 1 tab, add the personal panel created.
		Under column 2 tab, add the copy of canned panel.
		Click Save and close. Main dashboard will load the panels.
5. Use Display Dashboard to load the panel		Once main dashboard is loaded. click Close button.
		Then go to **Dashboard** > **Display Dashboard**
		Main dashboard will load the panels.