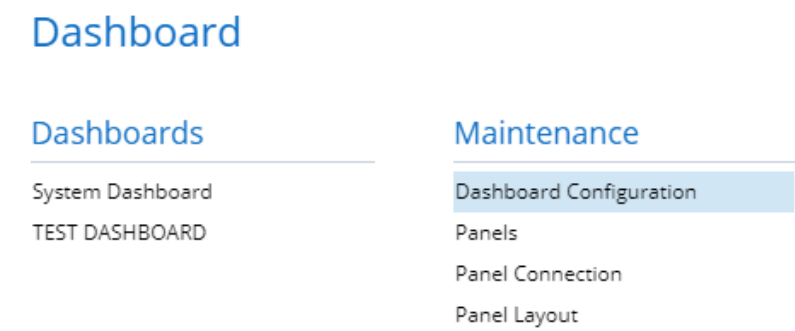


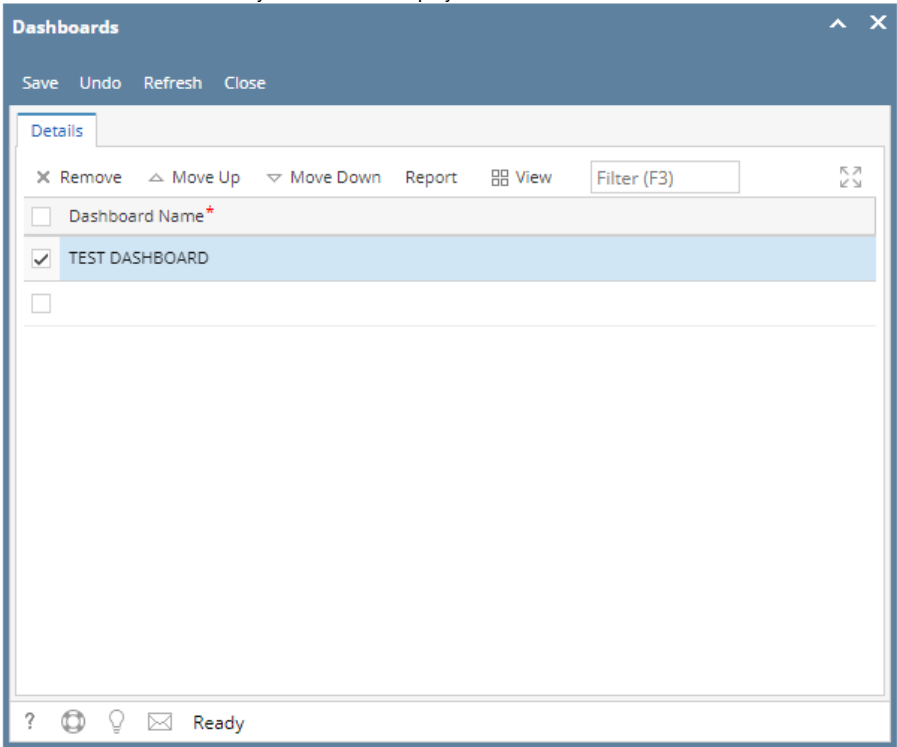
How to Display Panel on Dashboard

Here are the steps you can follow on how you can display panels on your Dashboard:

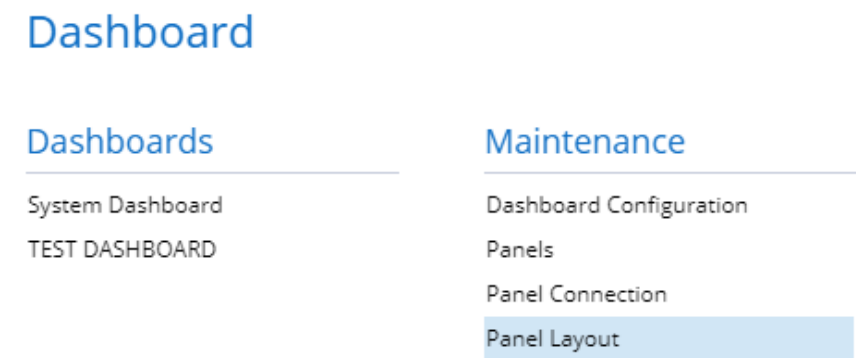
- 1. From **Dashboard**, click **Dashboard Configuration** menu to open **Dashboard Configuration** screen.



- 2. Enter the **Dashboard Name** you want to be displayed.



- 3. Click the **Save** toolbar button then **Close**.
- 4. From Dashboard menu, click the **Panel Layout** menu to open the **Panel Layout** screen.





By default, the **Panel Layout screen** displays one column only. However, you can change it depending on how many columns you would like to have on the Dashboard.

- Click the grid combo box button to display the **active Panels**. Select the panel you want to display on **Dashboard**.

Panel Layout ^ X

Save Undo Close

Tab Name TEST DASHBOARD v

Column 1

Display Columns 1 v Column Width 300 v pixels (Approx 100px = 1 inch)

X Remove From Tab ^ Move Up v Move Down

☐ Column 1

☒

☐ Panel Name

Vendor Performance - Shipment - Chart

Contract Overview

Logistics Overview- Coffee

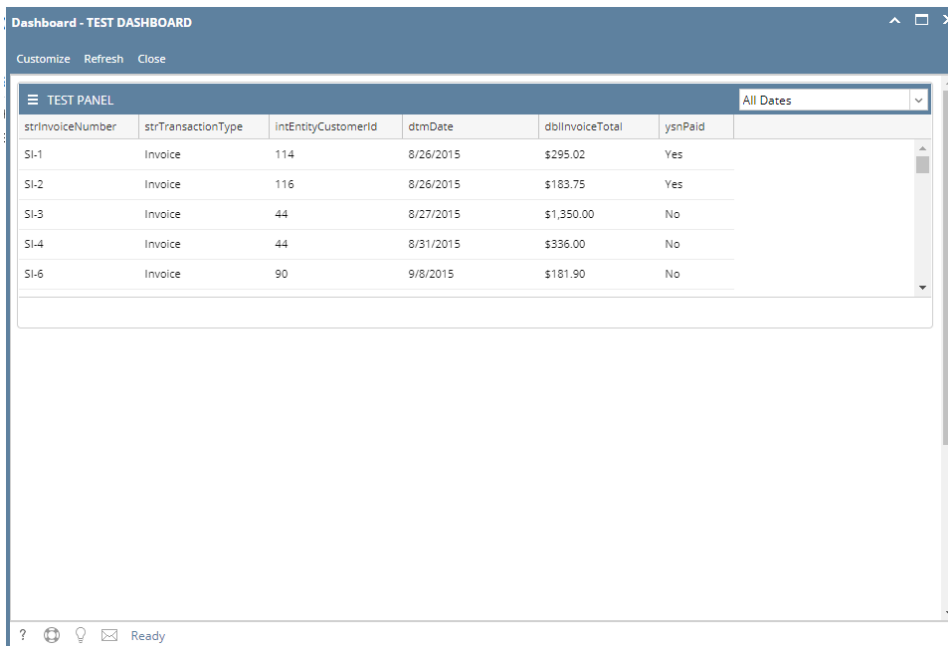
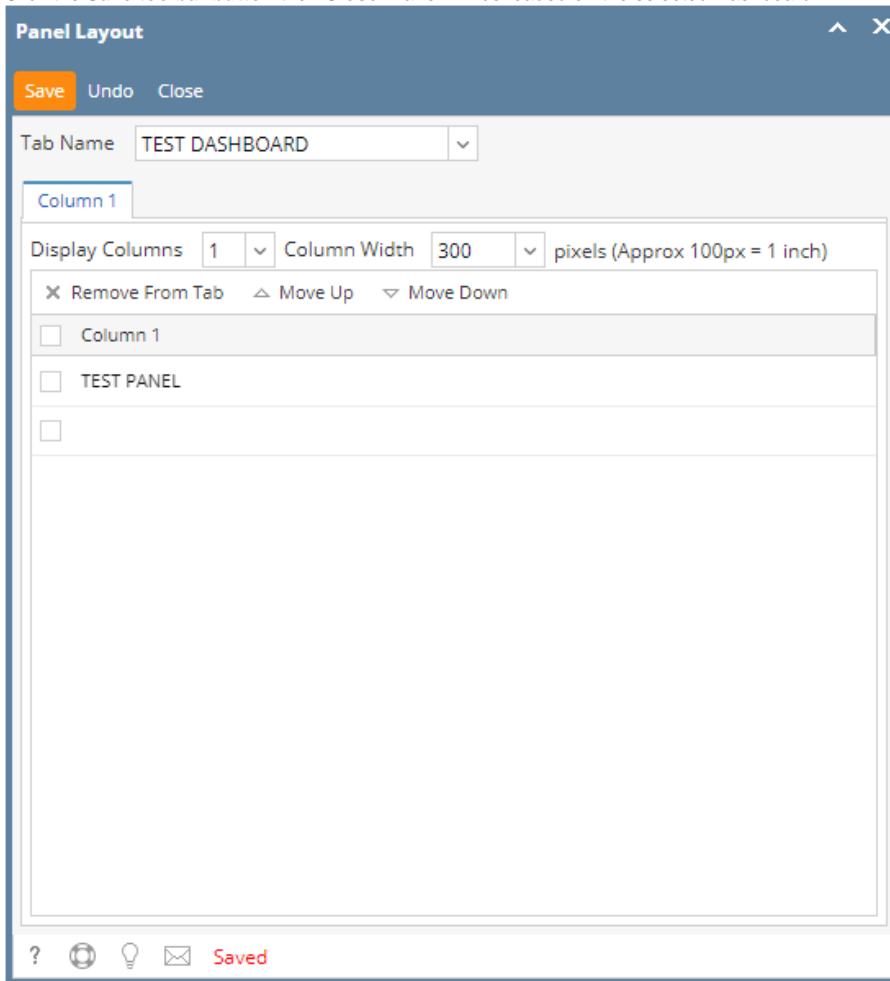
ETAPODTracking/ Shipping Line Eval

ETSPOLTracking/ Vendor Eval

TEST PANEL

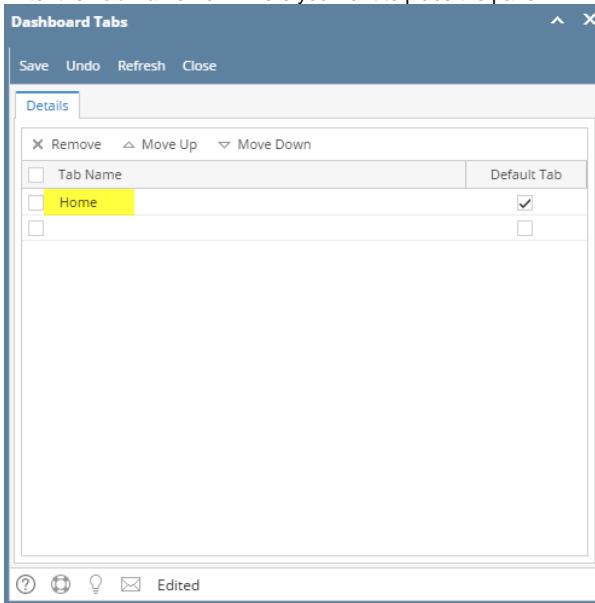
? ? ? ? Ready

- Click the **Save toolbar button** then **Close**. Panel will be loaded on the selected Dashboard.



- From Dashboard menu, click the **Tabs menu** to open the Dashboard Tabs screen.

2. Enter the **Tab Name** from where you want to place the panel.

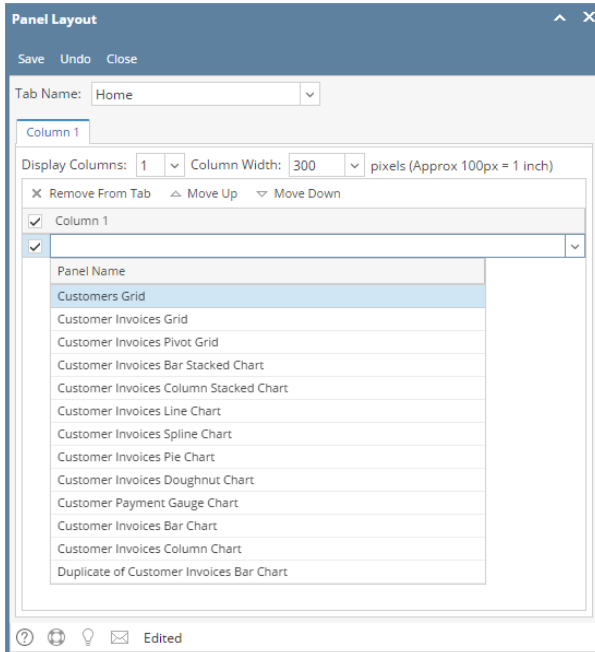
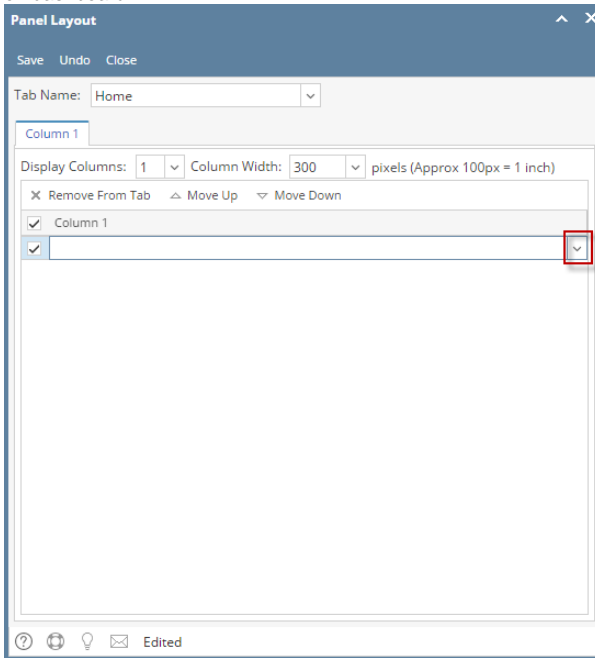


3. Click the **Save** then **Close toolbar button**.
4. From Dashboard menu, click the **Panel Layout menu** to open the Panel Layout screen.



By default, the Panel Layout screen displays one column only. However, you can change it depending on how many columns you would like to have on the dashboard.

5. Click the grid combo box button. The drop down will display the Panel Names with turned on Panel Access. Select the panel you want to display on dashboard.



6. Click the **Save** then **Close toolbar** button. Panel will be automatically loaded on the dashboard on the selected tab.

Customer Invoices Grid							All Dates
Date	Customer ID	Company Name	Order Number	Order Total	Amount Due	Paid Status	
12/04/2015	C10004	Crest Stockroom Corp	SI-10258	\$50.00	\$50.00	No	
11/30/2015	C10004	Crest Stockroom Corp	SI-10257	\$25.00	\$25.00	No	
11/11/2015	C10002	Furniture Place	SI-10251	\$20.00	\$20.00	No	
11/10/2015	C10002	Furniture Place	SI-10252	\$30.00	\$30.00	No	
11/09/2015	C10002	Furniture Place	SI-10253	\$30.00	\$30.00	No	
11/04/2015	C10001	Home Dealers	SI-10254	\$50.00	\$50.00	No	
10/25/2015	C10001	Home Dealers	SI-10255	\$50.00	\$50.00	No	
09/20/2015	C10003	B&M Designs	SI-10256	\$50.00	\$50.00	No	
10/04/2014	C10001	Home Dealers	SI-10250	\$100.00	\$100.00	No	
09/28/2014	C10001	Home Dealers	SI-10249	\$100.00	\$100.00	No	
09/06/2014	C10001	Home Dealers	SI-10248	\$9.99	\$9.99	No	
08/28/2014	C10001	Home Dealers	SI-10247	\$100.00	\$100.00	No	
05/20/2014	C10001	Home Dealers	SI-10246	\$77.95	\$77.95	No	
05/15/2014	C10001	Home Dealers	SI-10245	\$9.99	\$9.99	No	
05/06/2013	C10006	Annie's Discount Center	SI-10243	\$1,554.55	\$1,554.55	No	
05/06/2013	C10014	High Design & Mfg	SI-10237	\$319.31	\$319.31	No	
05/06/2013	C10001	Home Dealers	SI-10232	\$100.00	\$100.00	No	
04/24/2013	C10042	Dreamland Bedding, Inc.	SI-10242	\$2,000.00	\$2,000.00	No	
04/17/2013	C10012	HV Fine Furnishings	SI-10236	\$299.95	\$299.95	No	
04/12/2013	C10010	Master Appliance Company	SI-10244	\$109.89	\$109.89	No	
			263	\$8,107,118.95	\$899,760.86		