Personalise Dashboard

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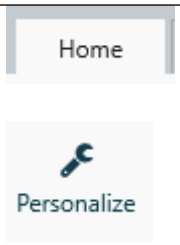
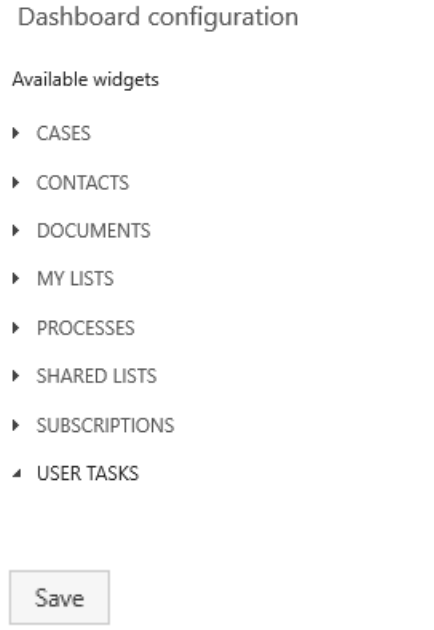
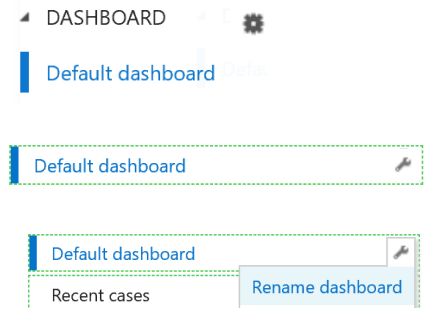
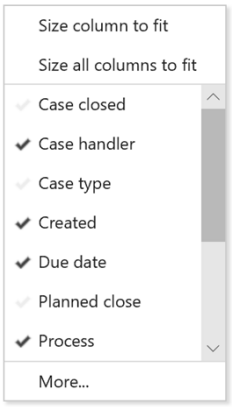
This is a guide for personalising your dashboard (the front page in WorkZone)

Instruction	Explanation	Navigation
Start changing your dashboard	If you want to change the standard settings, go to **Home** tab. Click on the wrench icon **Personalize** on the navigation pane, and the *Dashboard configuration* window opens.	
Drag and drop	To change the position of the lists on the dashboard, drag them to the desired position. To change the size of every window (widget), pull the corners of it.	
Get list	If you want to insert a list, which is not included in the standard setup of the dashboard, choose the list from the relevant category under *Available widgets* and drag it to the desired position. Tip: The searches you have saved will be in *My lists*. Save your changes.	
Remove list	To remove a list from the dashboard, double click on the list.	
Rename Dashboard	It is possible to rename your dashboard. Click on the nut by the *DASHBOARD* – a wrench will now appear next to *Default dashboard.* Click on the wrench and then on **Rename dashboard.**	

Multiple dashboards	It is possible to have more than one dashboard. To create a new dashboard, click on **Dashboard** on the navigation pane. Name your new dashboard and click Save.	
Customise columns	It is possible to choose which columns to display in the windows (widgets) on your dashboard. In the window (widget) you want to customise, click on the arrow-icon in the top right corner. The window then expands. Right-click on the pane with column names, then click **More…** In the dialog box **Select columns** you can see the existing columns on your list (left window) and add possible columns (right window). Add a column from the window on the right by ticking the box next to it and then click the bottom arrow. To remove a column from the list, tick the box next to it, then click the top arrow. You can also double-click the headlines to move the columns. Drag and drop the columns to place them in your desired order. Click **Save** to save the new settings. Tip: To widen or reduce the width of the columns, pull next to the column title. You can reset the standard configuration of the columns by clicking Reset in the bottom left of the dialog box *Select columns*.