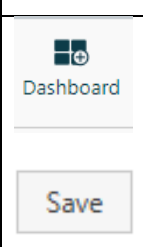
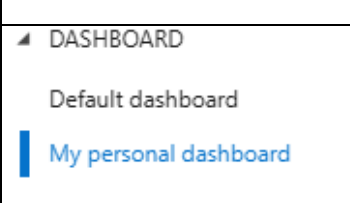
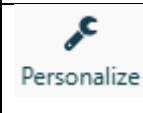
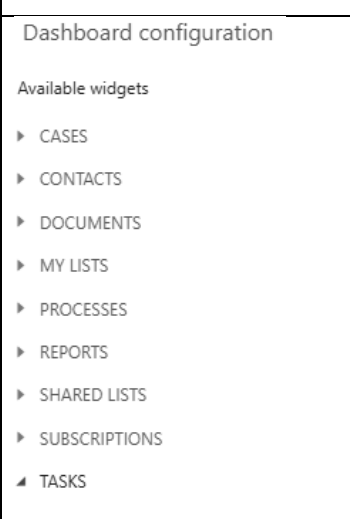



# Create and Personalize Dashboards

Denne vejledning beskriver, hvordan du opretter og tilpasser Dashboards i Workzone.		
Instruction	Explanation	Navigation
<b>Create Dashboard</b>	<p>Open WorkZone. Click on <b>Dashboard</b></p> <p>Enter the name of the new Dashboard..</p> <p>Finish by clicking <b>Save</b></p>	
<b>Open new Dashboard</b>	<p>The new Dashboard can now be found under <b>DASHBOARD</b> in the left menu.</p> <p>Click your new Dashboard to open it.</p>	
<b>Start editing Dashboard</b>	Select <b>Personalize</b> to add new lists (widgets) to the Dashboard.	
<b>Add lists</b>	<p>You find categorized lists on the left side (available widgets) that you can add to your Dashboard.</p> <p>Click on a category to view the underlying lists.</p> <p>Double-click on the list you want to add to your Dashboard.</p> <p>Tip: Searches you have created and saved yourself will be located under <b>My lists</b>.</p>	
<b>Personalize lists</b>	<p>Drag the list to the position you want on the Dashboard.</p> <p>You can adjust the size of each list (widget) by dragging its sides and corners.</p>	
<b>Remove lists</b>	<p>It is possible to remove a list (widget) from the Dashboard.</p> <p>Double-click the widget you want to remove for the widget to go back to the categorized list under available widgets.</p>	
<b>Save</b>	<p>Click Save to save your changes.</p> <p>The Dashboard will refresh.</p>	