## Adding a Dashboard Tab

## Control Panel > Work Order > Dashboard

## Adding a Dashboard Tab:

Your Dashboards can be accessed by going to **Control Panel** > **Work Order** > **Dashboard**. You can have multiple dashboard tabs with different components under each one. The first dashboard tab is always displayed by default; for this reason, it is recommended that you place the components you'll want to view most frequently under the first tab. See <u>Adding a Component</u> for additional details.

1. If you already have a dashboard set up and would like you add another, use the **Add** button to create a new dashboard tab; otherwise, skip to Step 3 below.

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 If you do not have a dashboard set up yet, or have clicked the Add button, use the Add Dashboard popup window to enter a name for your dashboard. Click Save to add the dashboard.

Name:	My Dashbo	ard	
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3. Each dashboard you create is listed as a tab near the top of the Dashboards page.

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