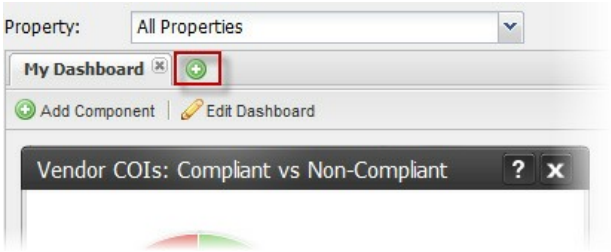
Adding a Dashboard Tab

Control Panel > Work Order > Dashboard

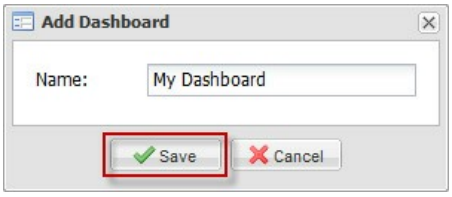
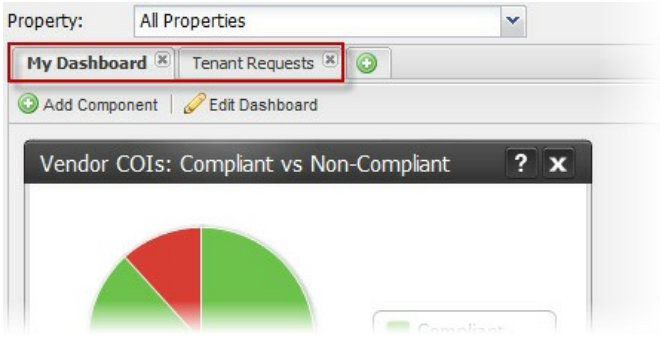
Adding a Dashboard Tab:

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 Adding a Component 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.



2. 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.



3. Each dashboard you create is listed as a tab near the top of the Dashboards page.