

Adding a Component

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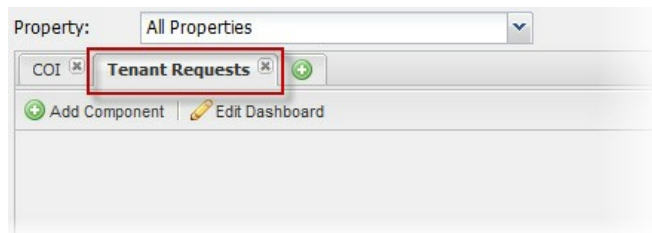
Adding a Component:

Components are used to display information on your dashboards. Depending on the type, the component will use either a pie chart, line graph, or bar graph to display the data.

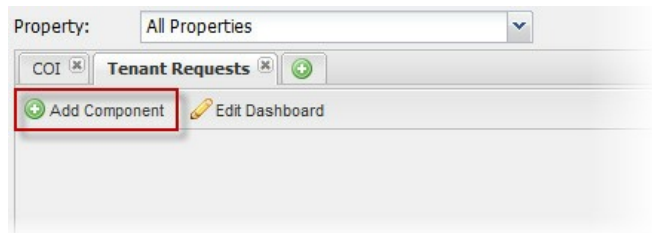
Note:

- You can have a maximum of 6 Components in a Dashboard tab.

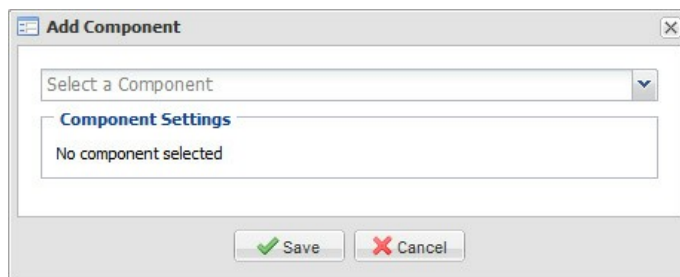
1. Select the dashboard that you would like to add a component to. In the example below, a tab named "Tenant Requests" has been selected.



2. If there are currently no components in the selected dashboard, the **Add Component** window is automatically displayed (skip to Step 3). If there are already components on this Dashboard, click **Add Component** to display the **Add Component** window, as shown below.



3. In the **Add Component** window, select a component type from the drop-down menu provided. For the purposes of this example, the steps that follow will use the **Average Response Time** component.



4. Once you have selected a component type, the **Add Component** window will update to

display a description of what the component can be used for and a section to enter configuration settings. (Note: Some components do not require configuration).

5. Enter the settings you would like to use for your component, then click **Save** to add the component.

The 'Add Component' dialog box is titled 'Average Response Time'. It contains a 'Component Description' section with the following text: 'This component shows the average business hours taken to respond to tenant requested work where the date responded is within the selected interval. Response time is the difference between the date required and the date responded. This component can also show the average response times for the previous three full months. In addition, it can calculate the difference between the current and three month average response times; the difference indicates how much better or worse the current average response times are. Track current response times to understand if service delivery is improving over time or if there are problem areas.'

The 'Component Settings' section includes the following options:

- Interval: Week
- Group By: Request Type
- Show: Current Interval and 3 Month Average Differences
- Rank: Worst 5
- Sort By: Current Interval Values 3 Month Average Differences

At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

6. The component has now been added. For additional information on using components, see [Using Components](#).



