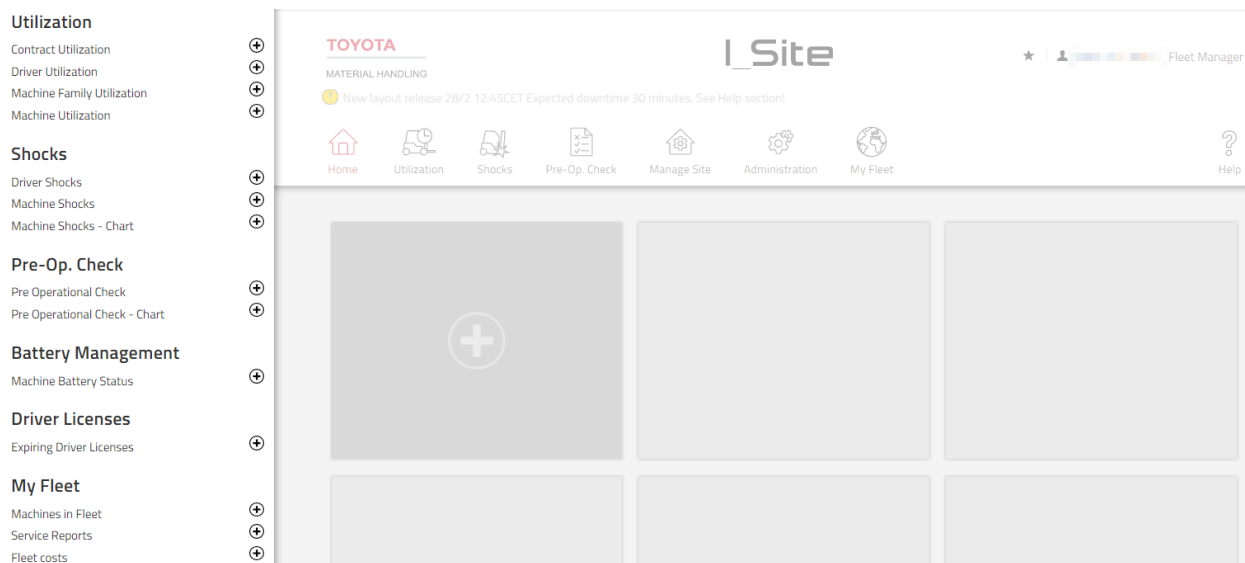# DASHBOARD

The dashboard is the first window displayed after login. It is comprised of a set of up to nine tiles, which show summary information from a chosen site(s). For users with access to less than 5 sites the dashboard will have five tiles pre-configured with the most frequently looked up information. More tiles can be added and existing tiles can be modified according to preference.

CREATING NEW TILES

To create a new tile:
1. Click on the empty, grey tile space. Valid tile space is indicated by a plus sign
2. A list of all possible reports will appear on the left
3. Select a report by clicking on the row with the report name
4. A new tile will be created automatically with default data selection. The tile can be modified

MODYFING TILES

All tile can be modified to suit user preferences regarding data selection, time span and refresh rate. To modify the tile:
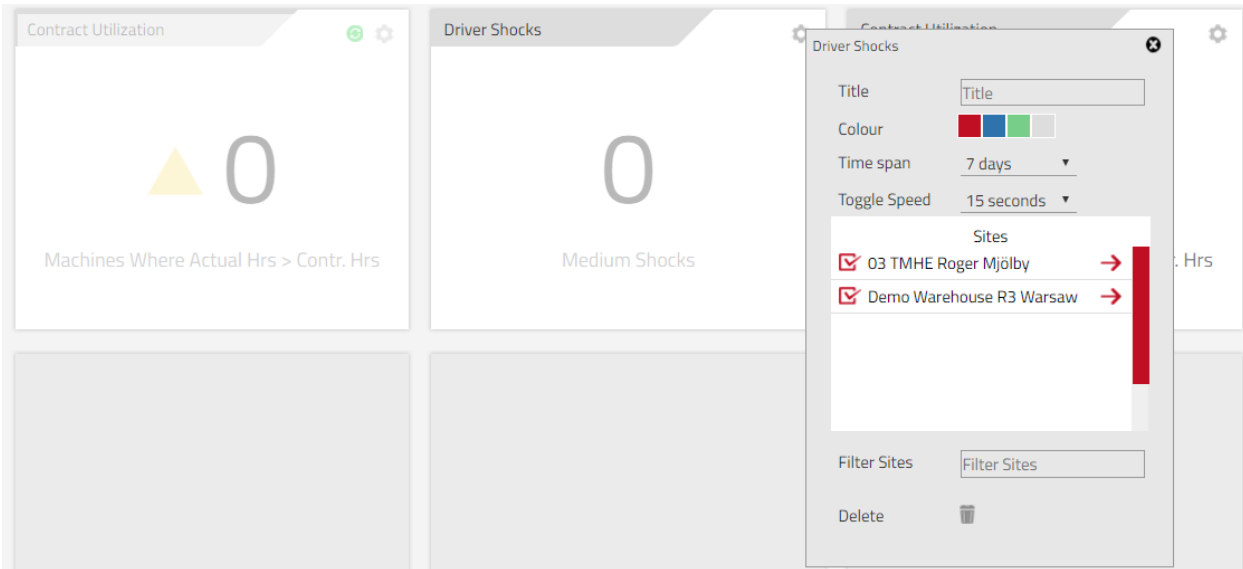1. click on the cogwheel icon in top right corner of a tile
2. a tile control panel will pop-up
3. apply required changes
4. click on the black **x** dot in the top right corner of the control panel window to save the changes and exit the configuration window

Tile configuration structure can differ depending on the report, to which tile corresponds. The list below lists all possible fields that may appear in the tile control panel:

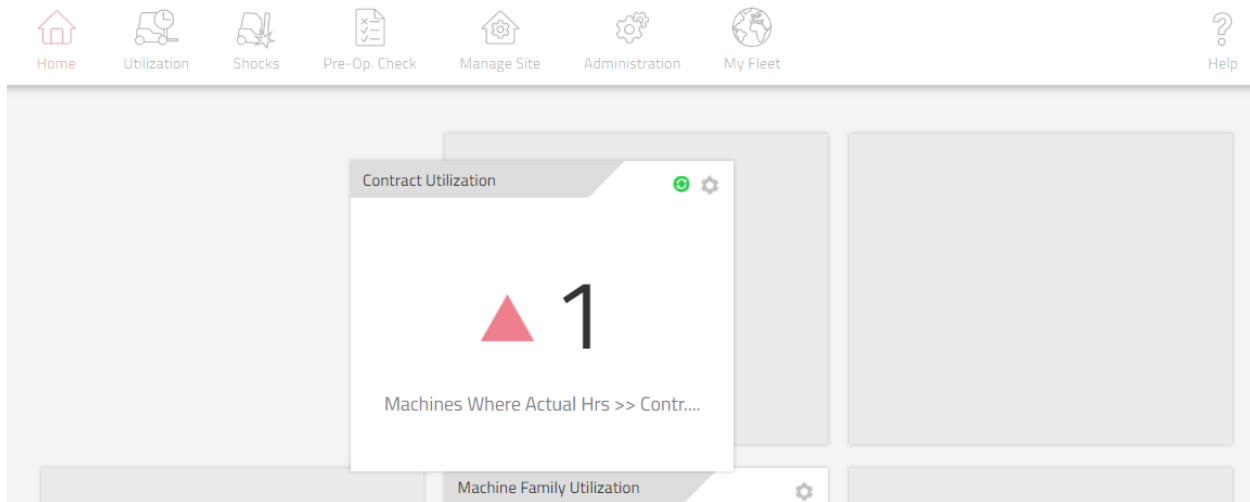|	
Title	Rename tile. Tile names are created automatically when a tile is created. Default name of a tile is the report name
Colour	Select one of the four tile header colours to distinguish tile or a set of tile from others
Toggle Speed	Change the speed at which the tile rotates between different values in the report
Sites	Users with more than one site assigned to their account can chose from, which site they want to display value. A user can select up to 20 sites at the same time. When a new tile is created all sites are included by default. At least one site has to be selected for a tile to show information. Information from all selected

sites will be aggregated and displayed as a total value for all selected sites. A red arrow next to the site indicates that the site contains relevant machine / driver group(s).

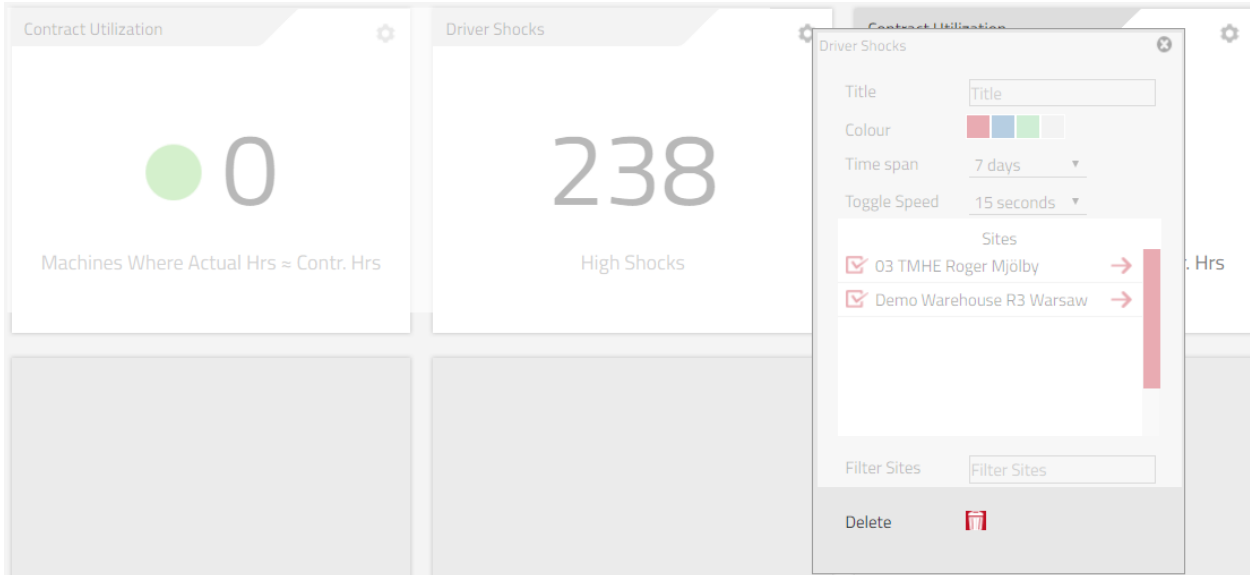|	
Red Arrow	Red arrow next to the site name indicates that site contains machine / driver groups. Clicking on the red arrow will take the user to the group list for that site. There user can select any or all groups from that site.
Filter sites	This field can be used to search for relevant sites in the list above
Delete	Clicking on the **trash can** icon will remove the tile

MOVING TILES

To move a tile drag and drop it to one of the other eight spaces. If that space is already occupied tiles will be swapped.

REMOVING TILES

To remove a tile:

1. Open a tile configuration menu
2. Click on the **trashcan** icon next to **delete** field to remove an existing tile

REPLACING TILES

If all nine tile spaces have been taken up and there is a need to have new report tile one of the old tiles needs to be removed first. To replace a tile:

1. Open a tile configuration menu
2. Click on the **trashcan** icon next to **delete** field to remove an existing tile
3. Click on the empty space to create new tile

ACCESSING REPORTS FROM DASHBOARD

Clicking on the dashboard tile will open a report view with data selection (time span, groups and site(s)) reflecting that of the displayed tile.