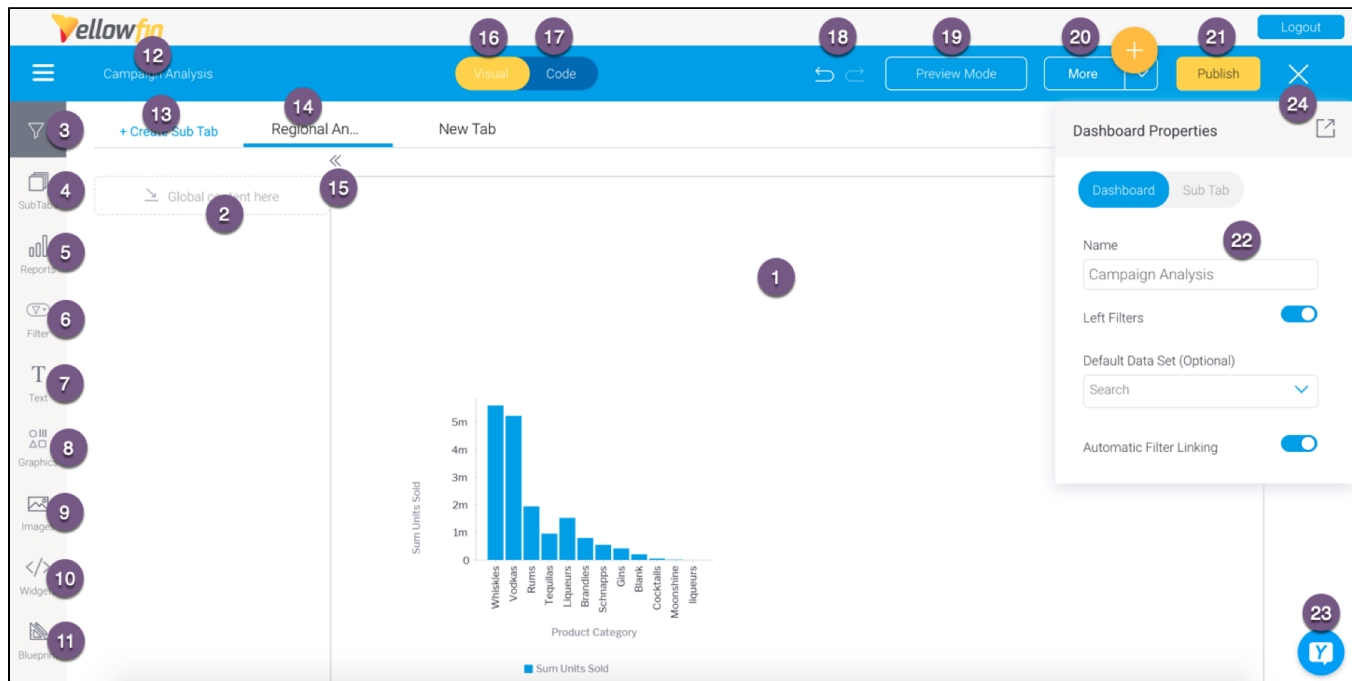


Understanding the Dashboard Builder

The following screenshot shows a fresh draft dashboard, and its features.



Number	Feature	Description
1	Dashboard sub tab template	<p>The mid-section of a dashboard displays the selected sub tab template. This could either be the dashboard canvas, or a static layout.</p> <p>The dashboard canvas has a fully flexible layout, that allows you to drop objects, such as reports, filters, texts, images, shapes, and more, anywhere. Whereas, a static layout has less flexibility but are simpler to build; if selected, you will not be able to use all the below dashboard features. Learn more.</p>
2	Global content container	<p>Content containers on either side of the sub tab, are where you can drop global objects that are visible on the entire dashboard, not just specific sub tabs. The positioning of these objects will be fixed. These are ideal for adding filters.</p> <p>Objects that can be placed in global content containers include filters and associated reports.</p>
3	Left side navigation filters	<p>This button brings out a panel to apply filters. The panel shows all filters added to the dashboard, and serves as an alternate style of displaying filters. Learn more.</p>
4	Sub tab button	<p>Manage sub tabs contained in this dashboard. You can view a list of sub tabs, reorder them, open a tab, or create a new sub tab. Learn more.</p>
5	Report Widgets	<p>Search for and add existing reports to the dashboard. If the report has snapshots and bookmarks, you can add those too. Learn more.</p>
6	Filter Widgets	<p>Drag filter widgets from this panel, to add filters anywhere on the dashboard. Learn more.</p>
7	Text widgets*	<p>Drag in a Text Widget onto the dashboard. Learn more.</p>
8	Graphic widgets*	<p>The Graphics panels allows you to include graphical elements, such as shapes, icons, and lines to your dashboard. Learn more.</p> <p>Only supported in dashboard canvas.</p>
9	Image widgets*	<p>Allows you to add a pre-existing image or a new one through the Image manager. Learn more.</p> <p>Only supported in dashboard canvas.</p>

10	Code Widgets*	Used to add Code Widgets or Action Buttons to your dashboard. This panel contains multiple out-of-the-box code widgets and action buttons, along with custom ones added by the users.
11	Blueprint*	Allows users to wireframe a dashboard design, and upon further configuration, create Quick Charts directly on the dashboard. Learn more. Only supported in dashboard canvas.
12	Dashboard name	Shows the name of the dashboard. Double-click here to update the dashboard name.
13	Create sub tab	Click on this option to add another sub tab to you dashboard. This initiates the tab creation process.
14	Sub tab name	Shows the name of the dashboard tab. Double-click here to update the sub tab name. Click on a name to open the sub tab.
15	Tab navigation	Click on the backward and forward buttons to navigate back and forth between dashboard sub tabs.
16	Visual Mode button	When editing a dashboard, click on this button to view and edit the dashboard visually. (As shown in the above example.)
17	Code Mode button*	Click on this button to view and edit the dashboard's code. Learn more.
18	Undo, Redo	Allows you to undo or redo the last few changes done on the canvas.
19	Preview button	Jump into preview mode to preview and test the dashboard in its working form, without publishing it.
20	More button	This button lets you perform other actions on the dashboard. These include: <ul style="list-style-type: none"> • Error check: This runs a check to see if report links are working. • Refresh dashboard: The options re-runs all the reports in the dashboard. • Rollback: This option rolls back to the previous version of the dashboard. • Delete Code Mode Content: Deletes all dashboard content created or edited in Code Mode. (Note: this is only visible to users who have the Code Mode role function. It also only appears if the dashboard has any custom code added through Code Mode). Warning: This action is irreversible and cannot be undone. Tip: A dashboard edited in Code Mode will not run if the Code Mode configuration is turned off. However, if a permitted user deletes all Code Mode content, the dashboard will be able to run.
21	Publish button	Use this to publish the dashboard, making it accessible to other users.
22	Properties panel	This panel displays configuration properties for the dashboard or any selected object. You can use this to configure and customize the selected dashboard object, including changing color, font, background, positioning, size and other details. Note that this panel can be easily moved, hidden and expanded again.
23	Activity Stream	Allows users to collaborate with others. Learn more.
24	Exit button	Exits the dashboard builder. When existing, the following options will appear. <ul style="list-style-type: none"> • Discard draft: delete the draft dashboard when closing it. • Publish: Publish the dashboard. When publishing, you will need to define its name and description, select a folder to save it in, and specify user access details. • Close: Close the dashboard builder. The dashboard will be auto-saved as draft.

* Marked items are only supported in the dashboard canvas layout.