Creating a Dashboard Tab

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Overview
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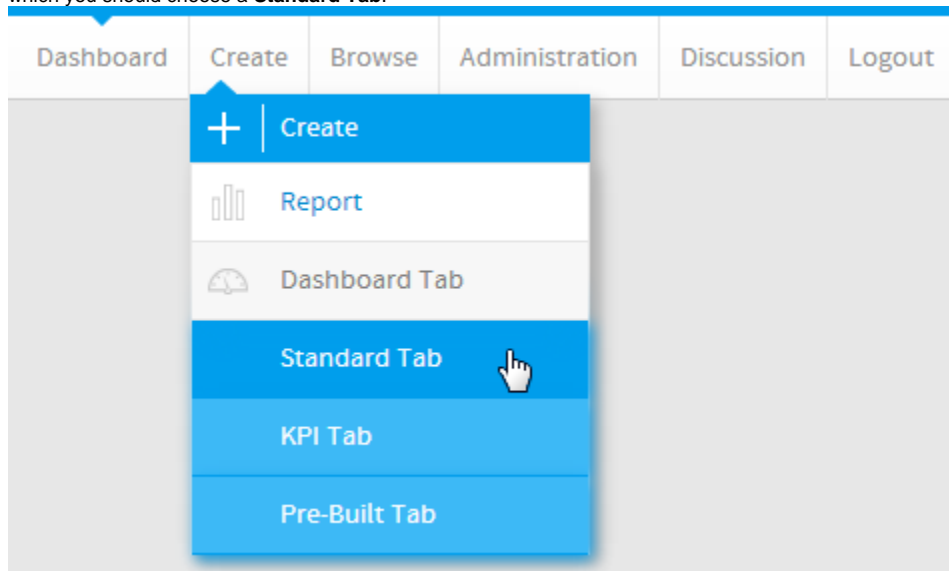Once your reports have been built you will be able to create a new dashboard tab and add them to it.

A dashboard is a way to present reports to users in a way that lets them quickly scan all their key metrics with out having to open each report individually. As such when designing a dashboard deciding what gets displayed is critical to providing users with dashboards that help them in their jobs.
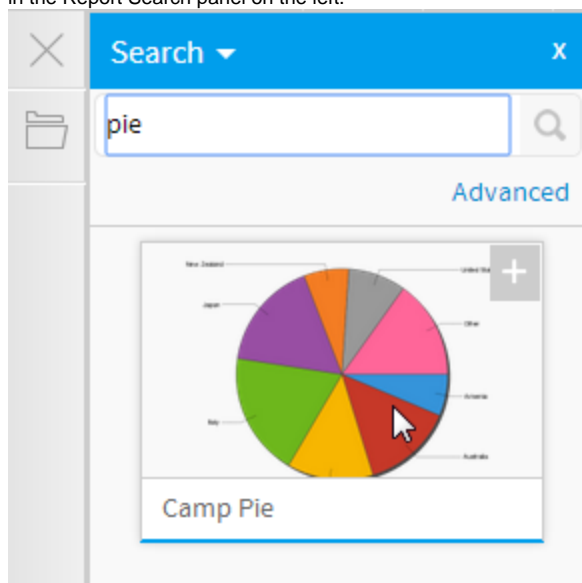
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1. To create a new dashboard tab click the **Create** item in the main navigation bar of the system, and select **Dashboard Tab**.

2. This will open a menu of tab types - from which you should choose a **Standard Tab**.

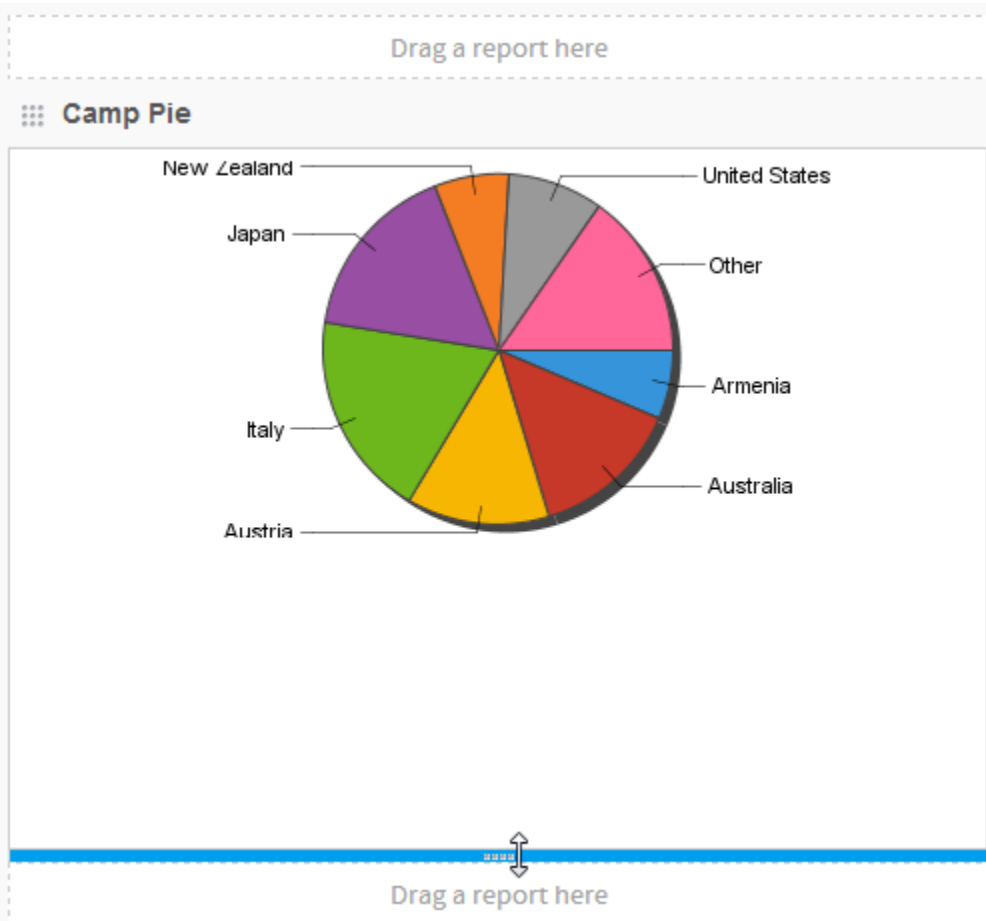**3.** You will now see a blank tab. Search for **Pie** in the Report Search panel on the left.

4. Drag the report to the top portlet area on your tab, as demonstrated here.
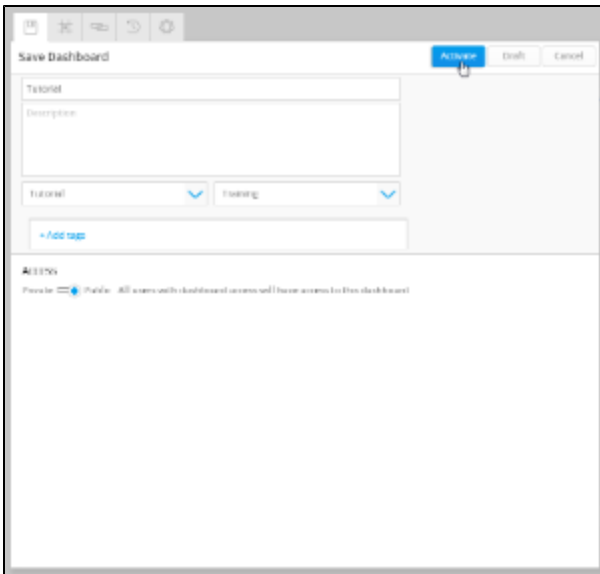

5. Your chart will now appear on the dashboard tab.

6. Resize the report by dragging the bottom edge of it downward until the data is easier to read.
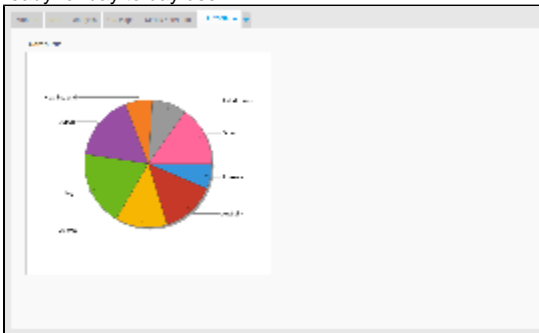

7. Click the Save button to save this tab. Type in **Tutorial** as the name of the tab and change the sub category to **Tutorial**.

8. Click **Activate** to save and activate the tab.

9. The Tutorial tab is now published and ready for day to day use.

> See *Dashboard* for more information.

Further Information

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For more information around the creation of Tabs in Yellowfin see the Dashboard section of the wiki.

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