Together with Scorecards, Initiatives and Reports **Dashboards** can be added into an Organisation container. First Click on the Briefcase icon and select an Organisation into which you want to add a **Dashboard**.
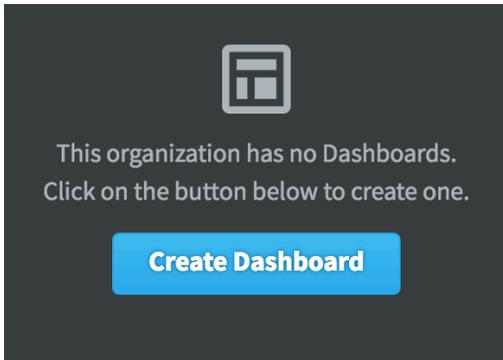
If this is the first Dashboard in the Organisation selected, click on the blue Create Dashboard button and miss the next step
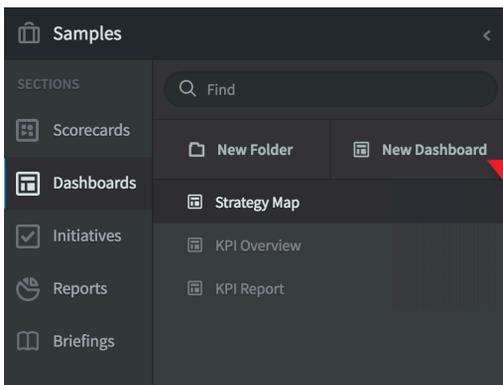
If this is not the first Dashboard in the Organisation selected, then click on **Edit** at the bottom of the menu list.

At the top of the menu list click on the New Dashboard button

The Create Dashboard dialogue will appear. Give the Dashboard a name and click on Create, this will take you into Dashboard edit:
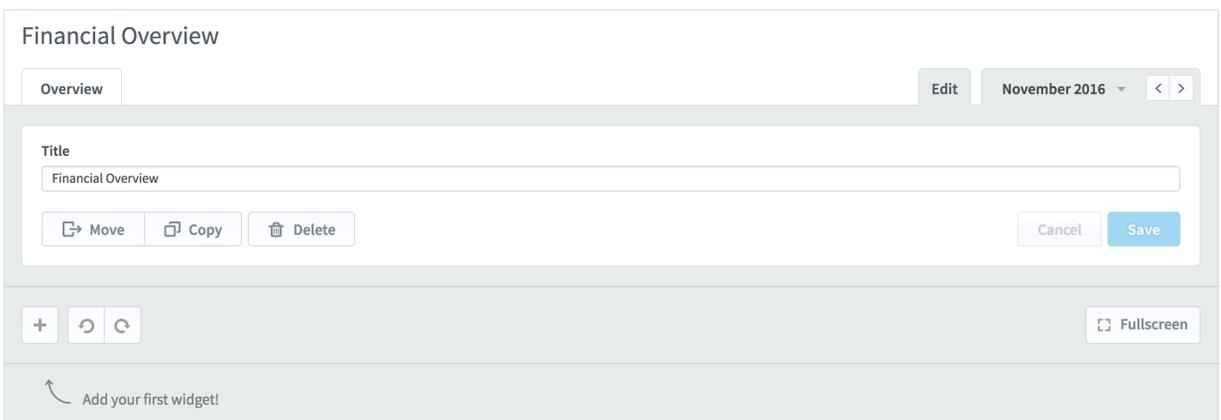
Dashboards are created by adding **Widgets**.

Financial Overview

Overview

Title

Financial Overview

| → Move | ⧉ Copy | 🗑 Delete |

| + | ↺ | ↻ |

Add Widget

⊕ Bubbles	>
👾 Chart	
🖼 Image	
⌒ Speedometer	>
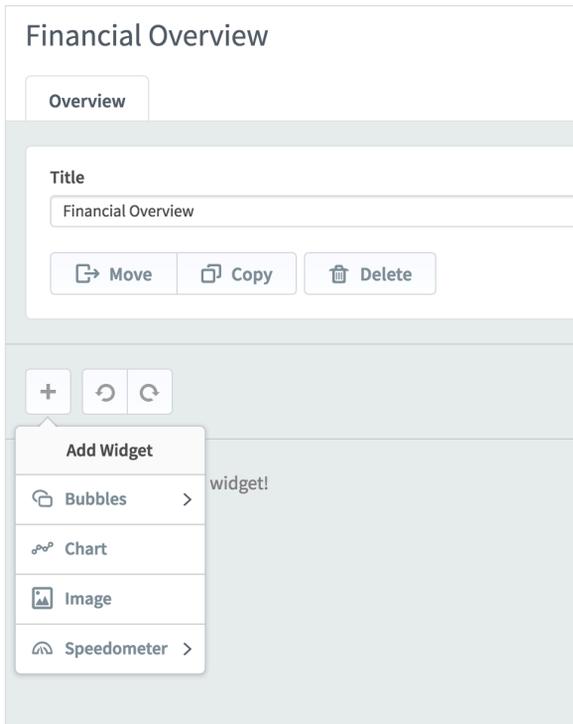
widget!

Click on the + button, the widget list will appear. You can add the following to a Dashboard:

- Bubbles
- Charts
- Images
- Speedometers

These items derive their data from the Scorecards you have previously created.

Click on **Speedometer**

| + | ↺ | ↻ |

| < | Speedometer | Add |

| 🔍 Find | 🔍 Find |

● International Limited	⊞ HQ Scorecard
○ Department 1	▲ Financial
○ Department 2	● Improve Profit
● Samples	⊙ Profit
	▲ Customer
	● Improve Customer Satisfaction
	● Improve Brand Awareness
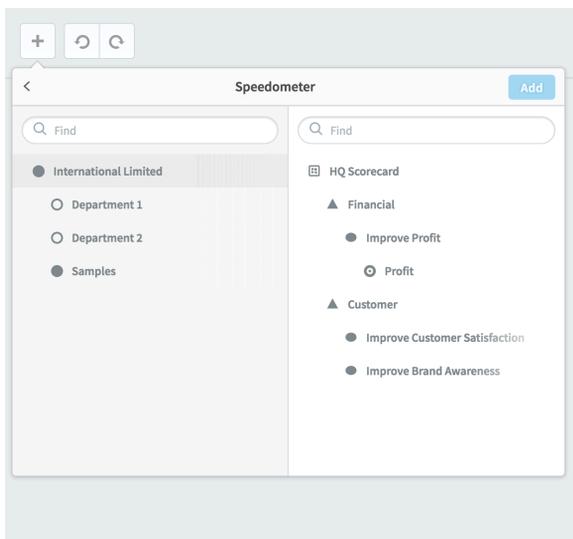
The Scorecard structure appears. Open out your scorecard (or use Samples) and highlight the object you want to appear in the dashboard - click **Add**

When you have added a few items click outside the dialogue box

Important Tip: Click Save at this point to save the items you have added

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Dashboards - 3

Experiment yourself by adding different objects. When you have finished your Dashboard, click **Save** and then look at it by clicking on the **Overview** tab at the top of the page. Dashboards can be as complex or as simple as you like, here are two examples:

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