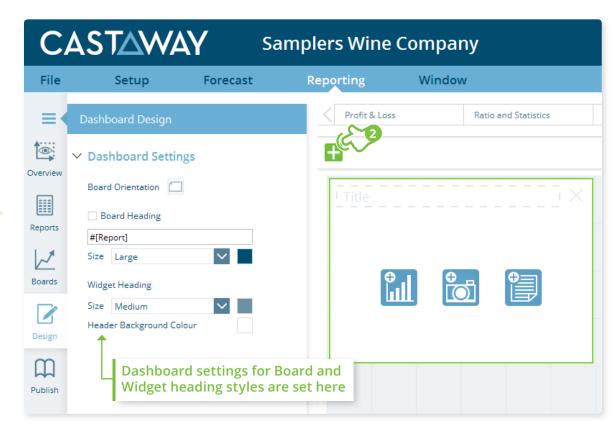


1. Add a new Dashboard

Select the **boards** tab then click on **• New Dashboard** to create a new dashboard.

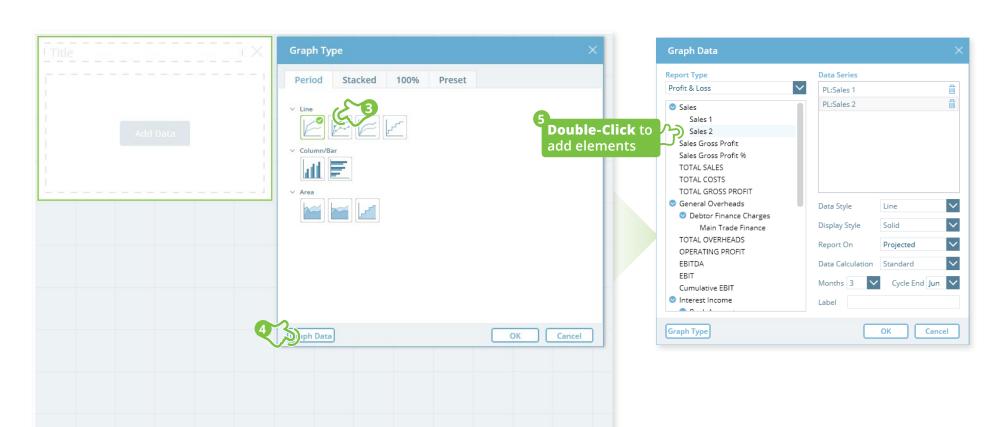


2. Add a new Dashboard Widget

Click the + Button to add a **Dashboard Widget**. A new widget will appear on the dashboard. From here you can choose from one of the three widget types: **Graph**, **Image** or **Note**.

*TIP: When when adding a new a 6x4 grid space must be available on the Dashboard.





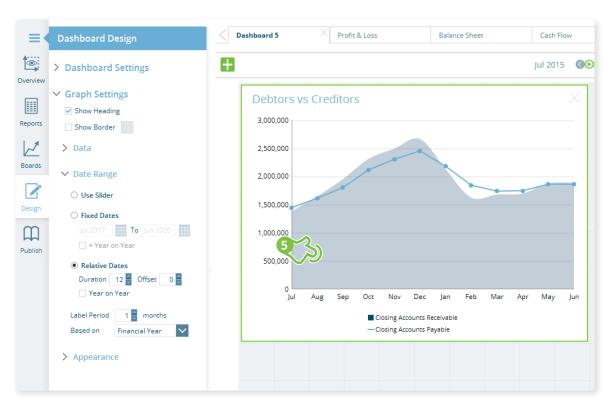
3. Graph Widget: Choose a Graph Style

Choose the display style for your graph and click Graph Data

4. Add Data

Choose the report type & **Double-click elements** to add the data lines to your graphs. **Display Style** for data can be changed for any data line by selecting the line in the **Data Series** panel and changing the **Display Style**.







Palette Arctic ✓ Graph Background Blend None Colours 1 2 ✓ Graph Area Show Border Blend None Colours 1 2 ✓ Legend ✓ Dock in Graph Size 11 ✓ Colour

Using the **Dashboard Design** panel you can create attractive and unique graph styles that you can paste onto other graphs to create a consistent look for the whole **Dashboard**. The style is pasted but your Graphs retain **Graph** & **Data Type** settings. This allows you to quickly build great looking Dashboards.

5. Graph Widget Settings

Click the Graph area and the **Dashboard Design** tab will become active on the right. Here you can choose to show the widgets heading. Under **Date Range** you can set the graphs date display method to use either **Slider**, **Fixed Dates** or **Relative Dates**. Under **Appearance** you will find all the settings needed to style your graph.



6 Edit Graph Appearance & Dashboard Layout

