



## 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 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**.

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

**Design your Dashboard & Widgets using the Dashboard Design**

**Click to add a new Widget**

**Scan through your Dashboard live with the timeline slider & examine different periods**

**Click for full screen presentation mode**

**Resize, arrange and re-order widgets**

**TIP: Double-click on any graph area to bring up the Graph Data manager**

**CASTAWAY 3-way business modelling**

**Castaway Dashboards Tell your financial story**

Show the numbers in a way that engages your audience. Take them on a journey as you choose the relevant time period and move the numbers through time giving them a moving visual representation. Castaway's Dashboard slider gives you complete control over the story allowing you to tell the story you need to when you need it most.

**Funds Flow**

Month	Net Cash Movement	Cashflow From Operations	Cashflow From Investing	Cashflow From Financing
Jul	~100,000	~100,000	~0	~0
Aug	~350,000	~350,000	~0	~0
Sep	~100,000	~100,000	~0	~0
Oct	~-100,000	~0	~0	~0
Nov	~150,000	~150,000	~0	~0

**Net Cash Movement per month**

Month	Net Cash Movement
Jul	~100,000
Aug	~350,000
Sep	~100,000
Oct	~-100,000
Nov	~150,000

**Debtors vs Creditors**

Month	Closing Accounts Receivable	Closing Accounts Payable
Jul	~400,000	~100,000
Aug	~150,000	~100,000
Sep	~150,000	~100,000
Oct	~150,000	~100,000

**Sales Jul to Nov**