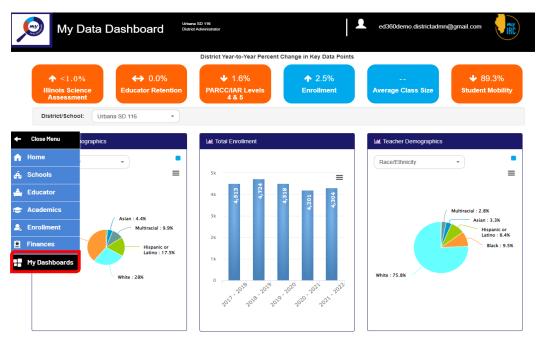
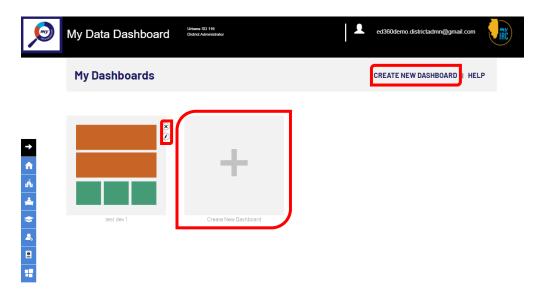




Customize YOUR Dashboard(s) within My Data Dashboard!



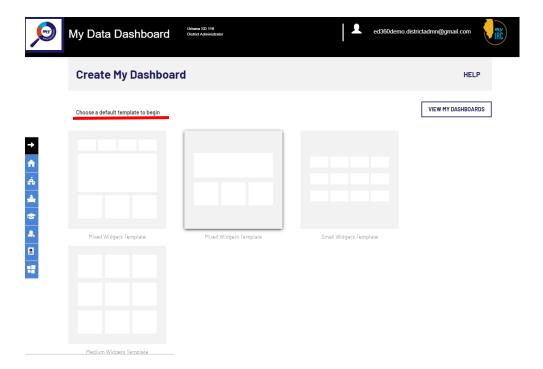
- When you enter My Data Dashboard, you will see the current default landing page. However, what data is important to you may be different than what is displayed on this screen.
- So, we have created a method for you to change your default landing page as well as a create multiple Dashboards that capture data important to you and the work you do on a regular basis.
- To create your own Dashboards, navigate to the My Dashboard section of the tool.







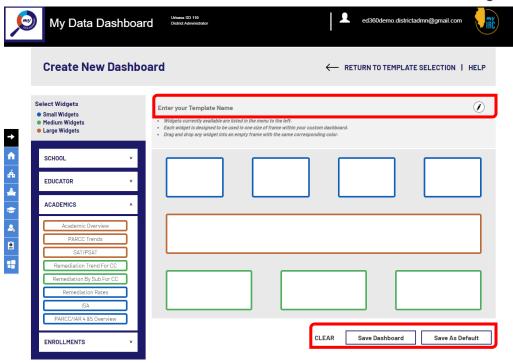
- The first time you enter the Dashboard section of the tool, you will have the option to create a new Dashboard, either by clicking the box with the plus sign or via the "Create New Dashboard" button in the top right of the page.
- Once you have created one or more Dashboard(s), they will be viewable on this landing page.
- Once you have created your Dashboard(s), you can edit or delete each Dashboard from this page.



- When you begin creating your new Dashboard, you will see four template options. There are two mixed size widget templates, a small widget template, and a medium size widget template.
- Select the template of your choice and it will take you to the page to create your customizable Dashboard.







- On the Create New Dashboard page you will see the current menu of existing widgets within each of the My Data Dashboard menus.
- Please note the color guide on top of the menu that indicates which widget sizes correspond to
 which color. You will note the boxes within the template you selected are also color-coded.
 Only widgets with matching colored boxes will be accepted.
- Drag and drop the widget from the menu on the left into the boxes on your Dashboard template.
- Once you have selected the desired widgets, navigate to the top of the page and name your Dashboard.
- Now, you can save this Dashboard as your default landing page or just save it to your My Dashboard page. To save as your default landing page, select "Save as Default" on the bottom of the page or select "Save Dashboard" to just save it your My Dashboard page.
- To clear all the widgets from the template and start over, select "Clear." Or you can use the "x" within each widget box to remove and replace a particular widget from the template.

If at any time you want to view a video demonstrating how the My Dashboard features works or refer to this help document again, click on the "Help" option in the upper right-hand corner.