

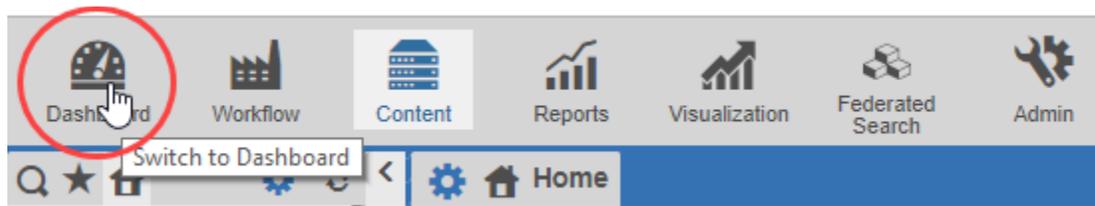


RSuite

Dashboard

Quick Start

Overview



Use the Dashboard view for quick access to frequently needed information.

The Dashboard is more than a bookmarks bar. You put windows, called dashlets, on the Dashboard. Dashlets contain RSuite functions like content views, search results, and reports.

Rather than being just a link to information, a dashlet is updated to reflect changes to the contents of a folder, container, report, or search result.

Figure 1 Dashlet title bar



Layout

The Dashboard starts out with one column. There can be up to three columns. A column can have as many dashlets as you like.

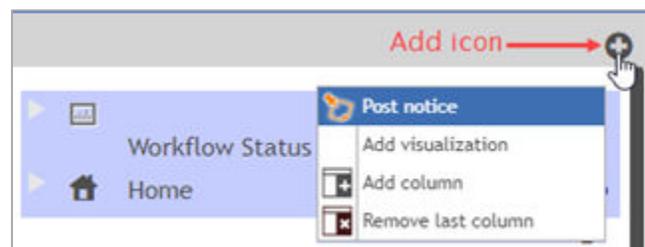
Drag and drop

Click and drag a dashlet's title bar to drop it into a new location

Add and remove columns

1. Click on the Add icon at the far right of the dashboard title bar.
2. Select the Add Column or Remove Last Column action.

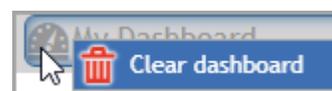
If a column has dashlets when it is removed, they are moved to another column.



Clear all dashlets

To remove all dashlets from the dashboard:

1. Click on the Dashboard icon at the far left side of the Dashboard title bar.
2. Click on **Clear dashboard**.



Dashlets

- The dashlet title bar (previous page) is the shaded box at the top of a dashlet.
- Click on the Show/Hide icon on the left side of the title bar to show or hide a dashlet's contents.
- Click on the Remove icon at the right of the title bar to remove a dashlet from the dashboard.
- There are three types of dashlet: **Notice**, **Content**, and **Report**.
The type of dashlet is indicated by the dashlet icon. The icon opens the action menu for the dashlet.

Notice dashlet

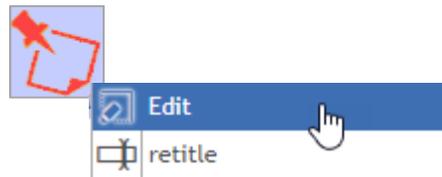
Use the Notice dashlet to put static, formatted text on the Dashboard.

Add a Notice dashlet

1. Click on the Add icon located on the far right side of the Dashboard title bar.
2. Select **Post notice**.
3. Enter a title.
4. Enter the text of the notice. HTML markup is rendered in the dashlet.
5. Click on **Submit**.

Edit a notice

1. Click on the dashlet icon to the left of the dashlet's title.
2. Click on **Edit**.

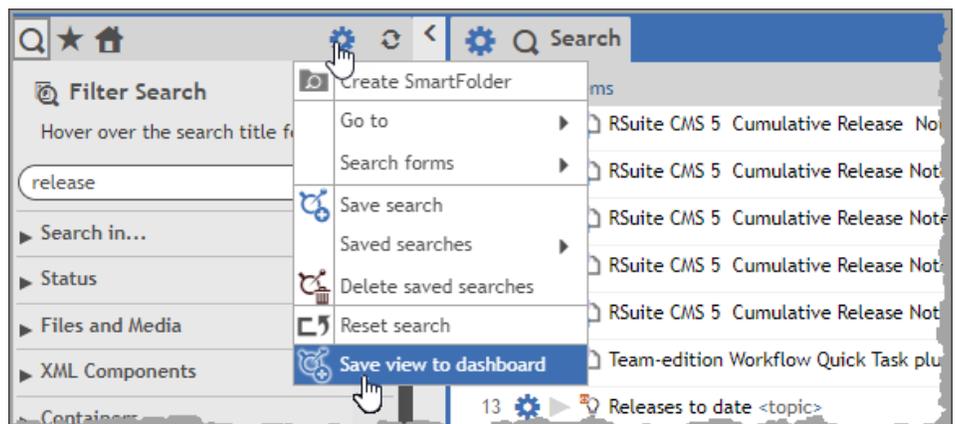


Content dashlet

The Content dashlet displays the contents of a folder or a container, or the results of a search. The dashlet icon varies with the type of content.

Add a Content dashlet

1. Search or browse until the content is visible in the Results pane.
2. Click on the sidebar action menu icon.
3. Click on **Save view to dashboard**.



Access items in a Content dashlet

- Click on an item to access its action menu.
- Click on the dashlet icon in the title bar and select **Show in Content** to open items in the Content panel.

Report dashlet

The Report dashlet displays an updated report.

Add a Report dashlet

1. Run a report.
2. Click on the Add to Dashboard button at the top of the report.

Modify the Report

Reports created with user-supplied values from a form save those values and use them whenever the dashlet is refreshed. To change these values:

1. Click on the dashlet icon on the left of the title bar.
2. Click on **Edit**.