eSHOP Personal Dashboard

A personal dashboard allows you to create and design how you want your shopping page to appear. **Note:** it is highly recommended to include the Organizational Message widget on your personal dashboard.

- When creating a personal dashboard, you can only add widgets that display functions or information that you have access.

**Creating a new personal dashboard**

To create a new dashboard, click the dropdown beside your name and select “Dashboards.”

- To create a new personal dashboard, click on Dashboard Actions and select Create New Dashboard.
• Click on Add Widget.

The Widgets display defaults to the All category, which lists all available widgets alphabetically. The categories available depend on your permissions. Some widgets are available in more than one category - this is simply to help mitigate the need to access multiple categories.

• Search for the Widget you want to add and click on .

The widget appears on the dashboard.
• Continue to add widgets as desired.
• Some widgets are adjustable. Hover over the widget and if you get a ▼ in the bottom right corner, you can adjust the size.

• Widgets can also be re-arranged on the screen by clicking and holding the widget title and move it around on the page.

• When your personal dashboard is complete, click on Save Changes.

• A success message will appear.
• To view a dashboard other than the one that is displaying, click View Another Dashboard and select the dashboard.
• To copy the dashboard that is currently displaying on the screen, click on Dashboard Actions and select Copy. The copy will display on the screen. When you copy an organization dashboard in this area it is important to remember that the dashboard created from the copy is a personal dashboard.

**Editing a personal dashboard**

Once a widget has been added to a dashboard, the following management options are available when in edit mode:

- ![Organization Message](image)

  - ⚡ Refresh the widget content when updates have been made. For example, if you have added bookmarks, you can refresh the Bookmark widget to reflect this.
  - ✍️ Select this option to edit the widget name.
  - 🎨 Select this option to choose a color for the title bar of the widget. Adding a color to the title bar can help you to distinguish the widgets from each other on the dashboard.
  - 🗑️ Select this option to delete the widget.
  - 🎒 Select this option for help information.
  - Some widgets can be re-sized by dragging the bottom right corner of the widget. **Note:** If the widget is configured to auto-size, it can only be manually sized vertically.