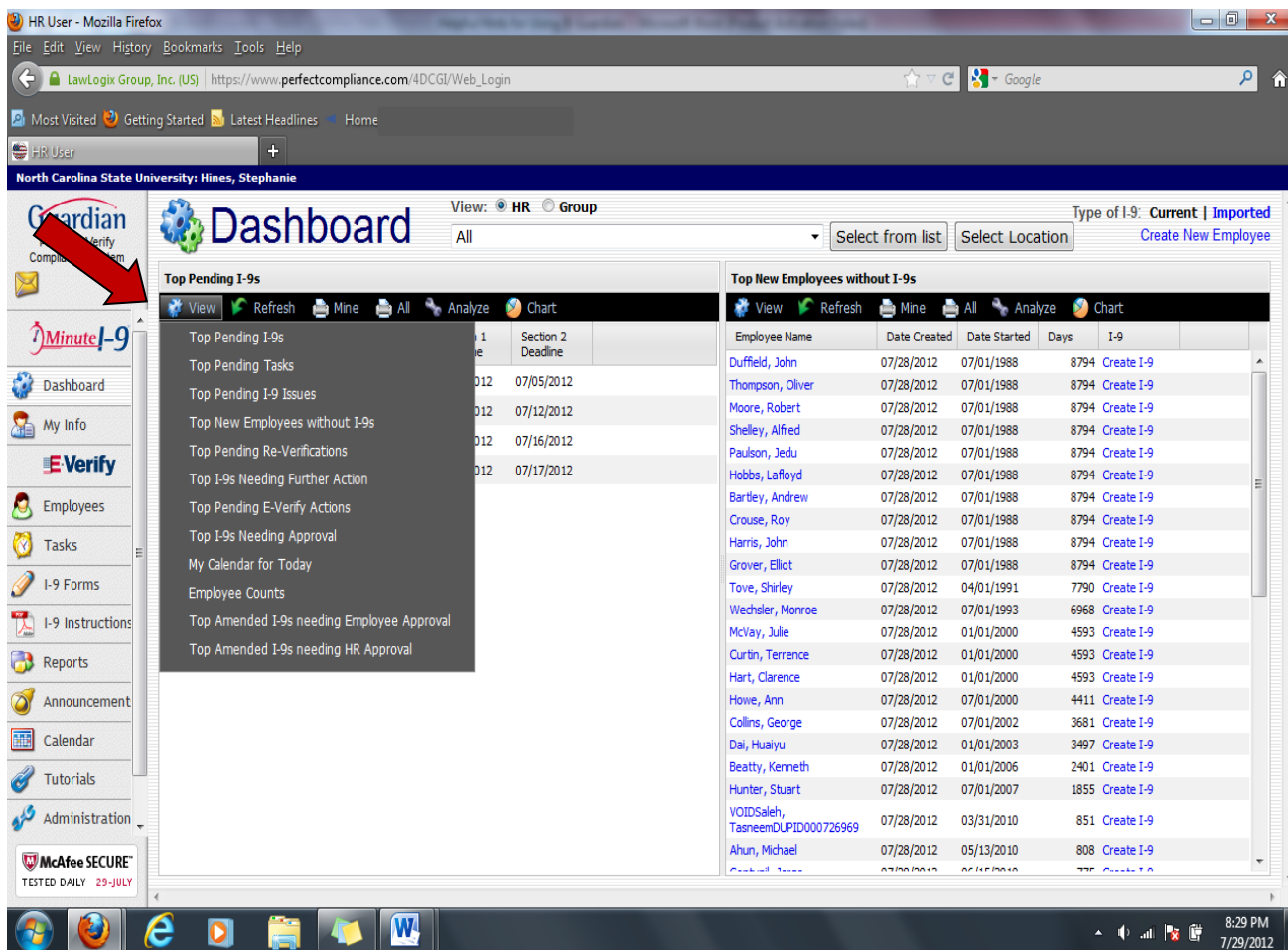


Changing Your Dashboard

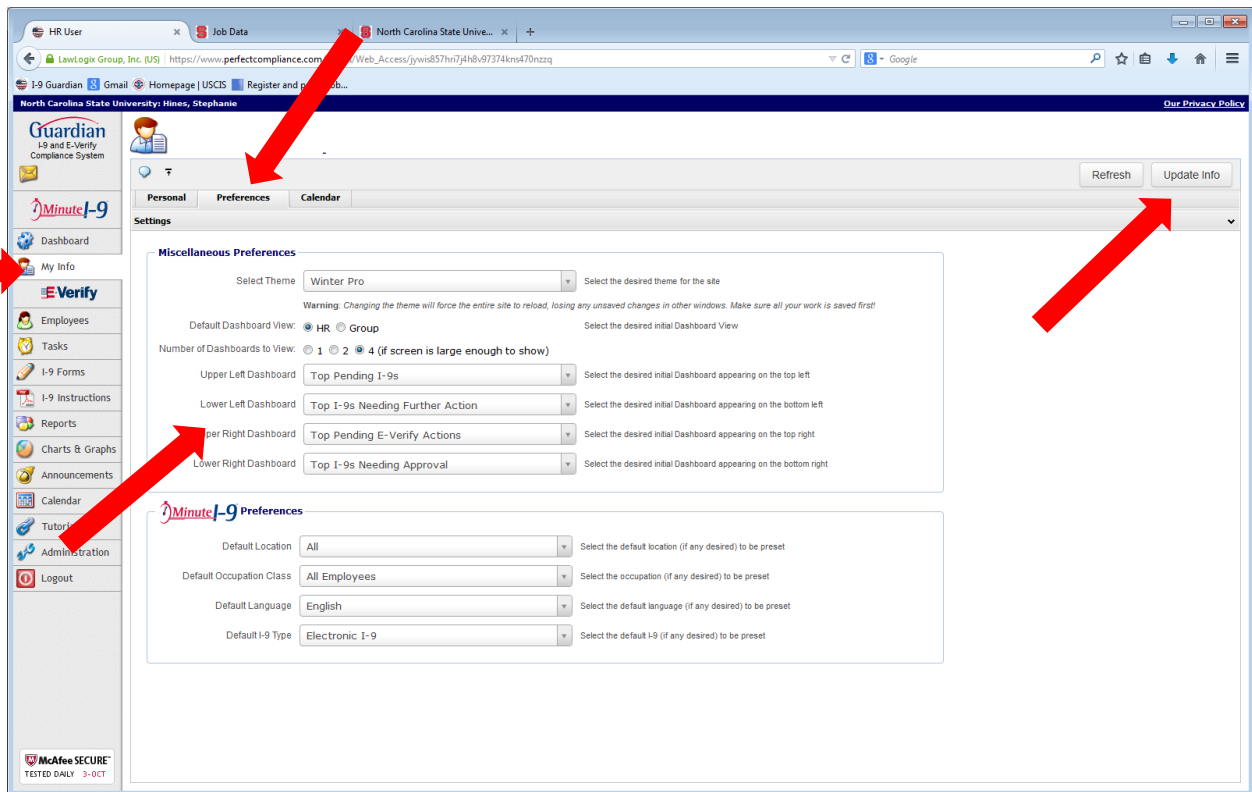
- Your Dashboard will be defaulted to two panes, listing some of the most common views you will deal with on a day-to-day basis. To search and see other information **temporarily**, just **hover** over the word “View” in the black bar, in the upper left corner of your Dashboard. Then choose the view you would like to see from the drop down options. [Fig. 1]



[Fig. 1]

(For permanent changes, see Page 2)

To make **permanent** changes to your Dashboard, click on the My Info button located on the left side toolbar. You will then choose the Preferences tab, update your Dashboard titles, and click on Update Info in the top right corner to save these changes permanently. [Fig. 2]



[Fig. 2]