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Exercise - Customize the dashboard

10 minutes

Email is required to activate a sandbox


Your Microsoft account must be linked to a valid email to activate a sandbox. Go to [Microsoft Account Settings](#) to link your email and try again.

For more information, please check the [troubleshooting guidance page](#).

Retry activating sandbox

Dashboards are a flexible tool for managing different aspects of Azure services through the Portal. They make it convenient to monitor the state of your services. Because they are shareable, they help ensure that everyone on your team sees the same data and stays aware of the state of your critical components. Let's create a new dashboard and add some tiles to it.

Create a new dashboard

1. In the [Azure portal](#) , from the top left-hand side, select **Show portal menu > Dashboard**.
2. Select the **New Dashboard**.
3. In the center pane, change **My Dashboard** to Customer Dashboard.

Add and configure the Clock Tile

1. In the tile gallery, drag the clock onto the workspace. Place it on the top right of the available space.
2. On the **Edit clock** pane, change the Location to **Pacific Time (US & Canada)**.
3. Under **Time format**, select **24 hour**.
4. Select **Done**.
5. Repeat the preceding four steps, except select **Eastern Time (US & Canada)**. You should now have two clocks, one showing the time on the West Coast, the other on the East Coast.

Resize a tile

1. Under **Tile Gallery**, drag an **All resources** tile and drop it onto the top left-hand side of the new dashboard workspace.
2. Hover over the new **All resources** tile and select the ellipsis icon (...); then select the **6x6** size.
3. Select the gray corner on the bottom right-hand side of the tile, and resize the tile to 3.5 squares vertically by six horizontally. When you finish resizing, the tile adjusts to 4x6.
4. In the Tile Gallery, drag the **Resource Groups** tile onto the workspace. Place it underneath the **All resources** tile.
5. In the Tile Gallery, select the **Metrics chart** tile, and drag it onto the workspace. Place it to the right of the **All resources** tile.
6. Continue to add the following tiles, rearranging them to fit:
 - Help + support
 - Quick Tasks
 - Marketplace
7. When you have added these tiles, select **Done customizing**. The **Customer Dashboard** dashboard should appear.

Clone a dashboard

You now want to create a similar dashboard for some other customers.

1. Select the **Clone** button.
2. Rename the dashboard from **Clone of Customer Dashboard** to **Azure AD Admin Dashboard**.
3. On the **Resource Groups** tile, select the **Remove from dashboard** trash can icon to delete this tile.
4. From the Tile Gallery, add the following tiles:
 - Organization Identity
 - Users and Groups
 - User Activity Summary
5. Reposition the tiles as necessary, and then select **Done customizing**.

Share a dashboard

You now want to make this dashboard available to other users. To make this dashboard available, carry out the following steps:

1. From the Azure AD Admin dashboard, select the **Share** button at the top. The **Sharing and access control** panel that appears.
2. Uncheck the **Publish to the 'dashboards' resource group** checkbox.
3. Select the resource group [sandbox resource group name] from the **Resource group** dropdown.
4. Select **Publish**.
5. Close the **Sharing + access control** pane.
6. After a short while, a *Shared dashboard* will appear in the **All resources** tile on your dashboard.
7. Repeat steps 1 to 3 to share the Customer Dashboard.

Edit a dashboard.json file

To show how you can download and edit a dashboard file, carry out the following steps:

1. Select **Download**.
2. Open a file explorer on your computer and navigate to where your web browser downloaded the dashboard, typically a **Downloads** folder.
3. Find the *Customer Dashboard.json* file and open it in a text editor.
4. In your editor, look for the text *ClockPart*.
5. On the first occurrence of *ClockPart*, change the previous **position** > **rowSpan** value to 1.
6. On the second occurrence of *ClockPart*, also change the previous **position** > **rowSpan** value to 1.
7. On the second occurrence of *ClockPart*, change the **position** > **y** value from 2 to 1.
8. Save the *Customer Dashboard.json* file and close your code editor.
9. On the Azure dashboard, select **Upload**.
10. In the **Open** dialog box, browse to the Downloads folder, and double-click *Customer Dashboard.json*.

The clocks have resized to one row high, and the bottom clock has moved up one row.

Select a shared dashboard

You've realized that you don't like the smaller clocks, and you want to return to the earlier shared version of the Customer Dashboard. You can do that either by editing the file and uploading it again or by accessing the shared version. To do that, carry out the following steps:

1. Select the down arrow next to **Customer Dashboard**.
2. Select **Browse all dashboards**.
3. On the **All dashboards** pane, under **TYPE**, select **Shared dashboards**.
4. Select **Customer Dashboard**.
5. Close the **All dashboards** pane.

The clocks have returned to their original size.

Switch to full screen

1. Select the down arrow next to **Customer Dashboard**.

There is now another Customer Dashboard, without the shared symbol next to it. Select that version of Customer Dashboard, and the clocks become small again.

2. Switch back to the shared Customer Dashboard.
3. Select the **Full Screen** button. The browser menus and bars have all disappeared.
4. Select the **Exit Full Screen** to return to the standard screen.

Unshare a dashboard

If you want to prevent a shared dashboard from being available for selection, you can *unshare* it. To unshare a dashboard, carry out the following steps:

1. Select the **Unshare** button. The **Sharing + access control** pane appears.
2. Select the **Unpublish** button.
3. In the confirmation message box, select **OK**.
4. Select the down arrow next to **Customer Dashboard**.
5. Select **Browse all dashboards**.
6. On the **All dashboards** pane, under **TYPE**, select **Shared dashboards**.

Customer Dashboard no longer appears in the list of available dashboards.

7. Close the **All dashboards** pane.

Delete a dashboard

1. Ensure that the **Azure AD Admin** dashboard is selected.
2. Select the **Delete** button.
3. In the **Confirmation** message box, select the checkbox to confirm that this dashboard will no longer be visible, and then select **OK**.

Reset a dashboard

1. Ensure that **Customer Dashboard** is selected.
2. Select **Edit**.
3. Right-click on the workspace, and select **Reset to default state**.
4. In the **Reset dashboard to default state** message box, select **Yes**.

The Customer Dashboard has reset to its default tiles.

5. Select **Done customizing**.
6. Select your name at the top right of the portal.
7. Select **Sign out**.
8. Close your browser.

Congratulations! You have now created and edited dashboards, shared them, altered them as **JSON** files, unshared, and finally, reset them to the default state. You should now be able to see what powerful tools dashboards can be and how you can use them to create efficient interfaces for differing roles within an organization.

Next unit: Access public and private preview features

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