Frequently Asked Questions  
Dashboards FAQ - Frequently Asked Questions  
Why cannot I see the dashboard in my workspace?  
Dashboards are not available for the customers with fiscal calendars.

What user role should I have to use dashboards?  
All workspace users can view dashboards and set up alerts on KPI changes (see [Add an Alert to a KPI](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/dashboards/add-an-alert-to-a-kpi)). Only workspace editors, explorers, and administrators can [Create Dashboards](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/dashboards/create-dashboards).

Whom are dashboards shared with?  
Dashboards are always visible to all workspace users. Any change you save is immediately visible to all workspace users.

How many dashboards can I have in my workspace?  
You can have any number of dashboards in your workspace. We recommend keeping only the dashboards that are relevant to your users.

Can I reorder dashboards in the dashboard list?  
No. The dashboards are listed alphabetically.

Can I change the default date filter for a dashboard?  
Editors, explorers, and administrators can change the default date filter to a different period. The new value applies to the whole dashboard for all viewers.

Viewers can temporarily change the date filter. The new value also applies to the whole dashboard but visible only to the current viewer.

Why is the edit button not displayed on the dashboard?  
If you cannot edit a dashboard:

You are not a workspace editor, explorer, or administrator.  
The dashboard is locked. Only workspace administrators can edit a locked dashboard.  
The width of your browser window is less than 1170px.  
Can I export dashboards to PDF?  
Yes. You can export dashboards to PDF and schedule regular emails with the PDF attached.

For details, see [Export Dashboards](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/dashboards/export-dashboards) and [Schedule Automatic Emailing of Dashboards](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/dashboards/schedule-automatic-emailing-of-dashboards).

Can I schedule a status update email?  
Yes. Dashboards support sending regular emails with either the whole dashboard and/or individual insights from the dashboard (see [Schedule Automatic Emailing of Dashboards](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/dashboards/schedule-automatic-emailing-of-dashboards)).

For each KPI on a dashboard, you can also set up email alerts to be notified when the KPI value reaches a certain threshold (see [Add an Alert to a KPI](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/dashboards/add-an-alert-to-a-kpi)).

How many KPIs and insights can I add to a dashboard?  
You can add as many insights as you want. We recommend keeping the number of KPIs and insights below 16 to avoid delays in report computation.

Why aren’t there any insights available for me to add to the dashboard?  
You do not have [Analytical Designer](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/analytical-designer) enabled. If you want to enable Analytical Designer, contact [GoodData Support](https://support.gooddata.com/home).

How many alerts can I set for a KPI?  
You can set up one alert for each KPI. To change the time period for your alert, remove the alert, set the date filter to the required period, and [Add an Alert to a KPI](https://help.gooddata.com/doc/enterprise/en/dashboards-and-insights/dashboards/add-an-alert-to-a-kpi) for the KPI.

Can I set KPI alerts for other users?  
No. You can set KPI alerts only for yourself.

Can I add alerts to insights?  
No. You can add alerts only to KPIs.