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| Creating Custom Dashboards: **CHARMS version 11.6.3 allows users to create their own custom dashboards on the Main Menu page by selecting from various available widgets, which can be set to appear in the left or right columns of the dashboard window. To create your own custom dashboard....**  **Step 1**  **Visit**[**https://bsnbluesky.mycharms.uk/HomeMenu/Home**](https://bsnbluesky.mycharms.uk/HomeMenu/Home) |
| **Step 2**  **Click the " Main Menu" button**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 3**  **Click "My Account" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 4**  **Click "Add Custom Dashboard" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 5**  **Click the input field and give the dashboard a name. Here we are using "Recruitment" as the name.**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 6**  **Click "Left Column Right Column"**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 7**  **Click input field**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 8**  **Click input field**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 9**  **Click input field**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 10**  **Click "Save" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 11**  **Click button**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 12**  **Click " Main Menu" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 13**  **Click "Recruitment"**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 14**  **Click button**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 15**  **Click " My Account" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 16**  **Click link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 17**  **Click "Left Column Right Column"**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 18**  **Click "Save" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 19**  **Click button**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 20**  **Click " Main Menu" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 21**  **Click " Reset" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 22**  **Click " My Account" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 23**  **Click**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 24**  **Click input field**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 25**  **Click "Save" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 26**  **Click "Save" link**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 27**  **Or, your can click the delete button to permanently erase the dashboard if you will never need it again.**  **A screenshot of a computer  AI-generated content may be incorrect.** |
| **Step 28**  **Confirm your choice with the "Delete" button**  **A screenshot of a computer  AI-generated content may be incorrect.** |