Creating Custom Dashboards:

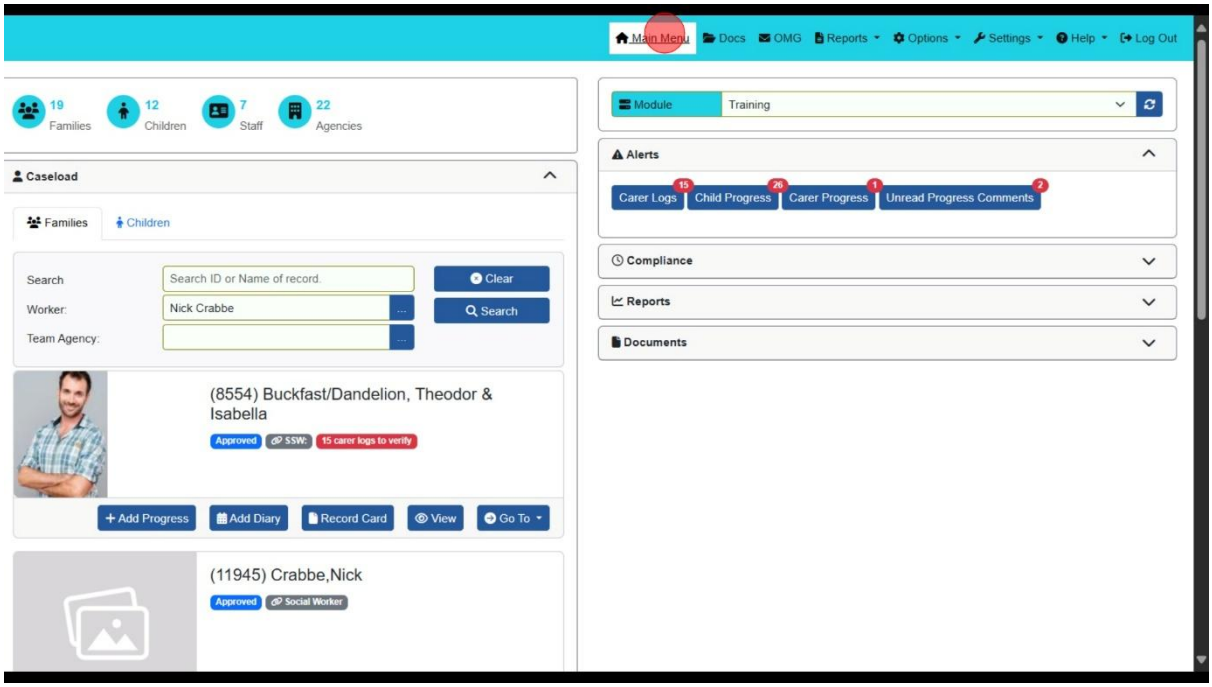
CHARMS version 11.6.3 allows users to create their own custom dashboards on the Main Menu page by selecting from various available widgets, which can be set to appear in the left or right columns of the dashboard window. To create your own custom dashboard....

Step 1

Visit https://bsnbluesky.mycharms.uk/HomeMenu/Home

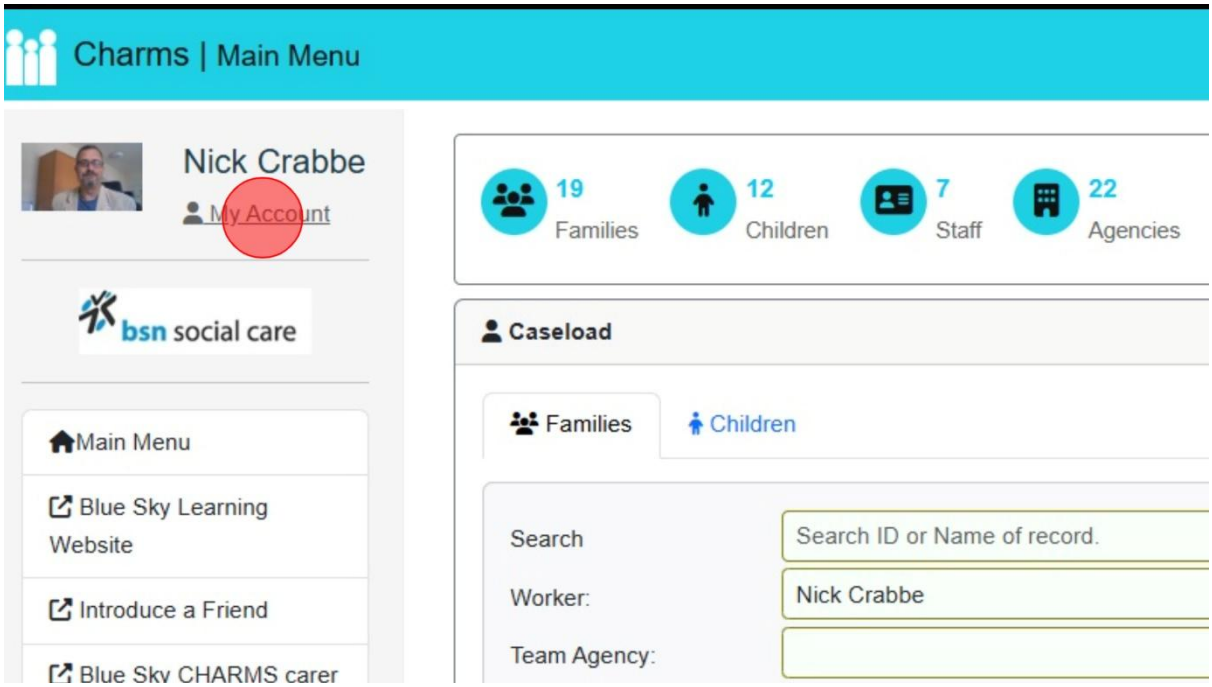
Step 2

Click the " Main Menu" button



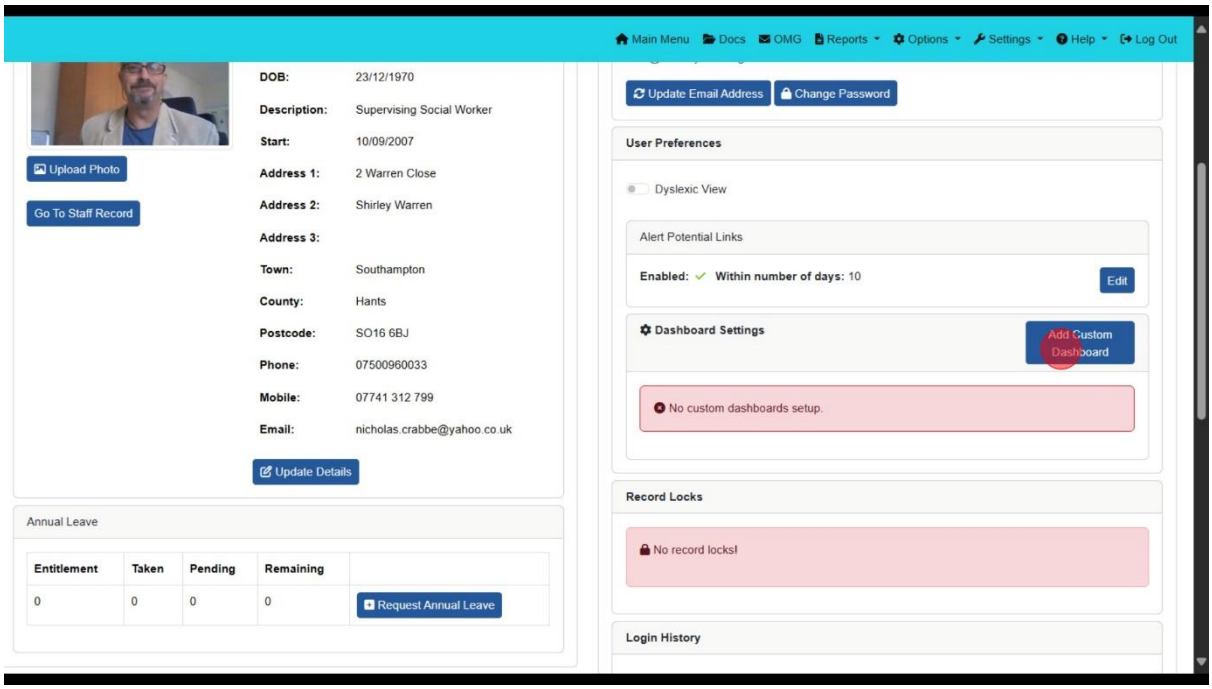
Step 3

Click "My Account" link



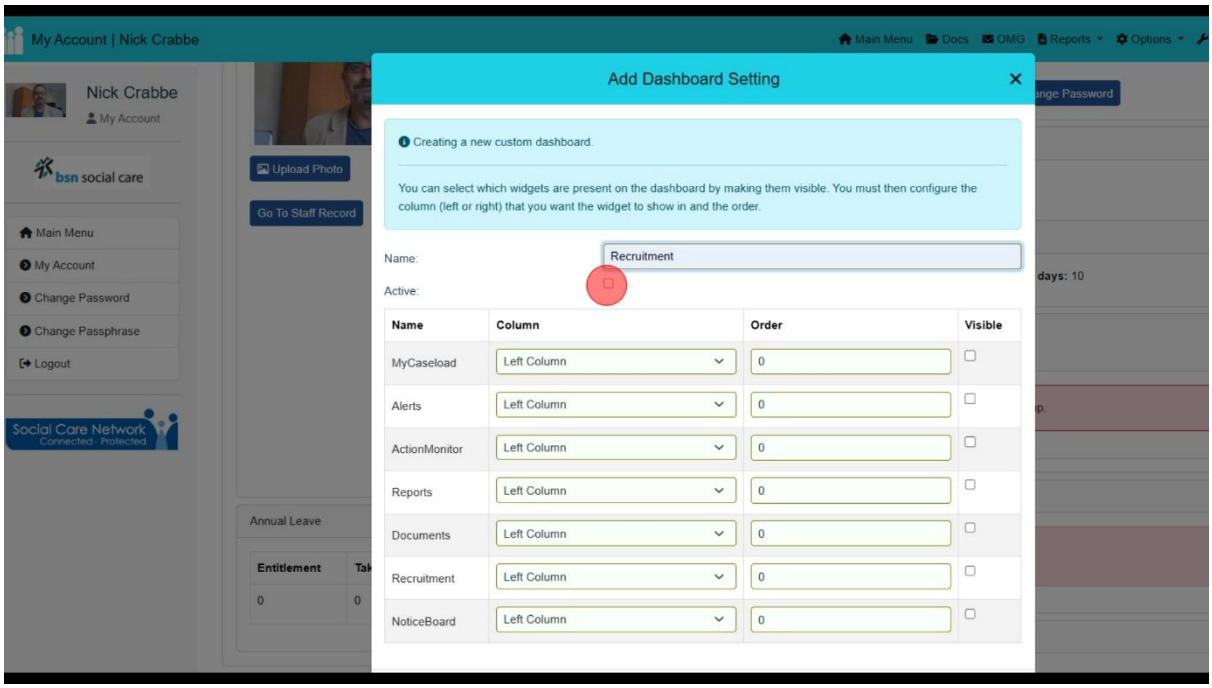
Step 4

Click "Add Custom Dashboard" link



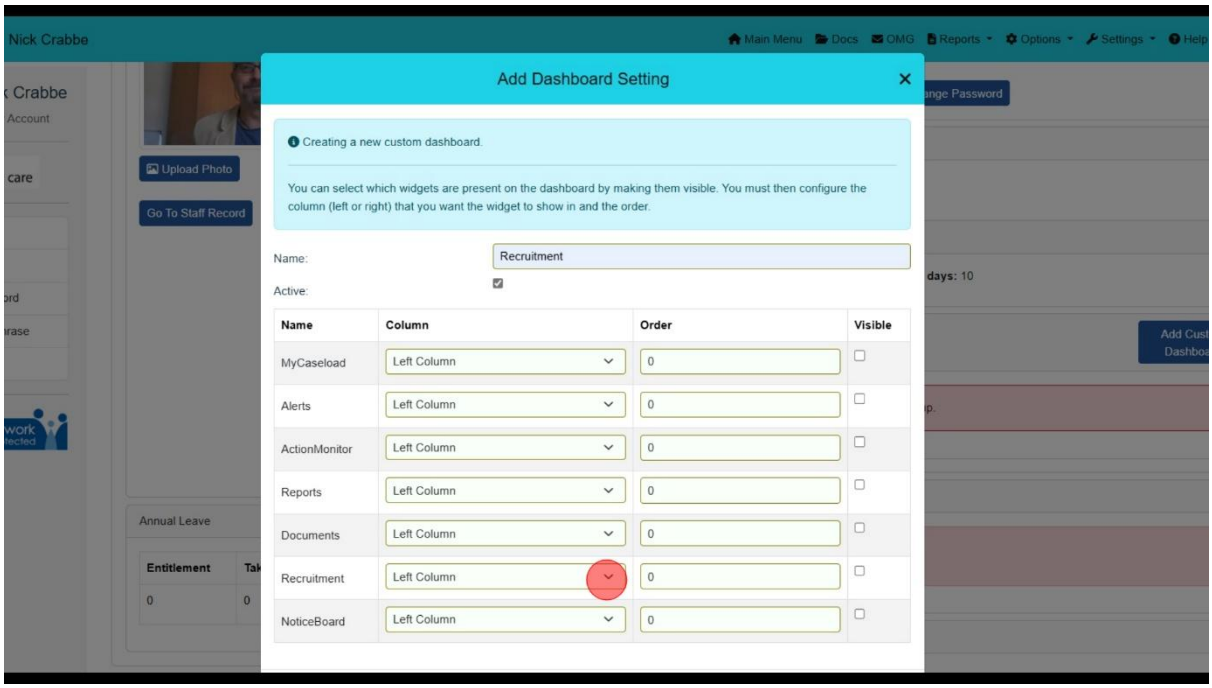
Step 5

Click the input field and give the dashboard a name. Here we are using "Recruitment" as the name.



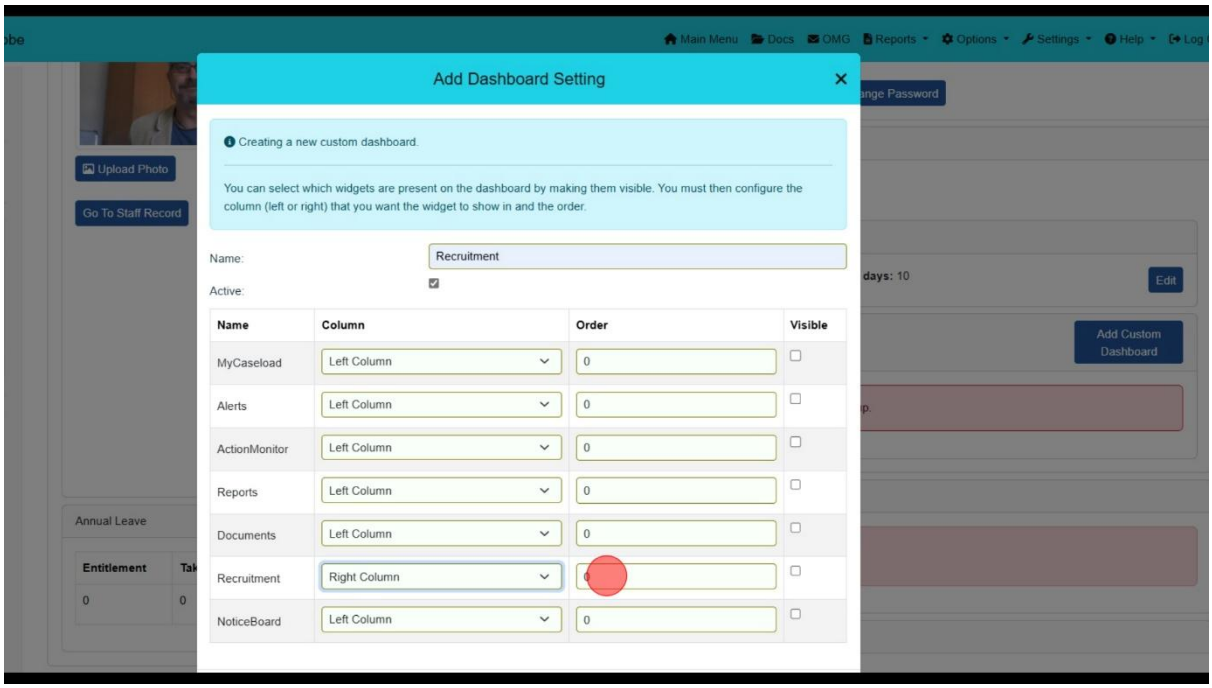
Step 6

Click "Left Column Right Column"



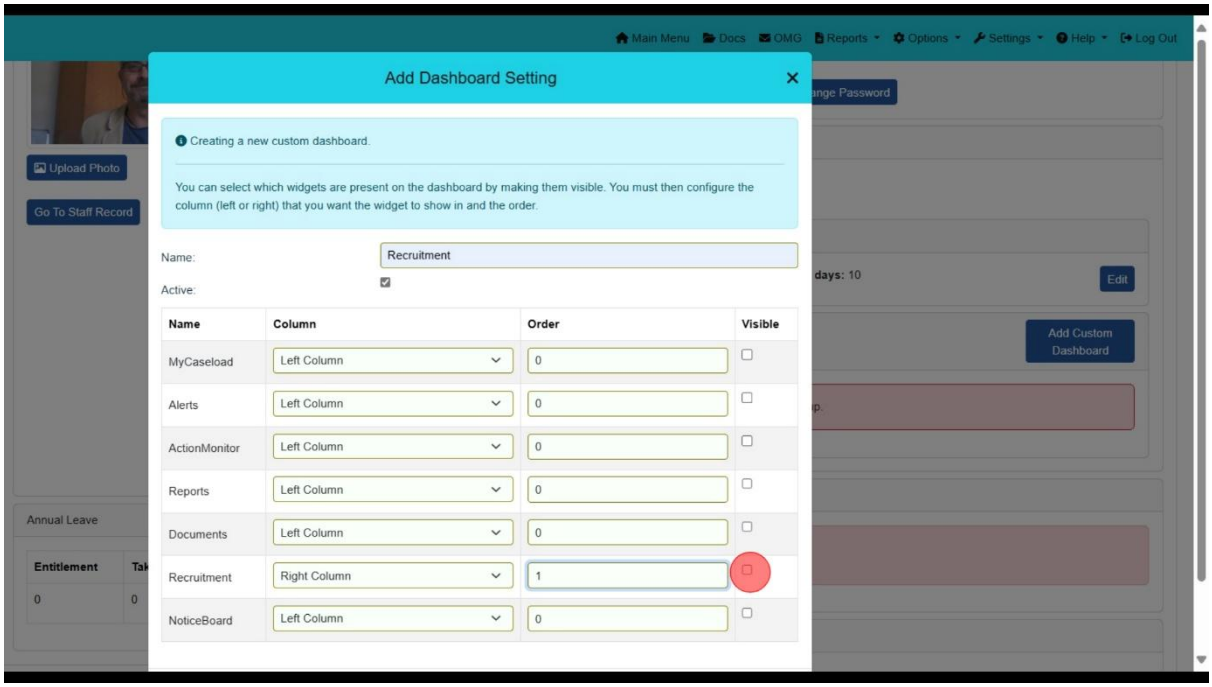
Step 7

Click input field



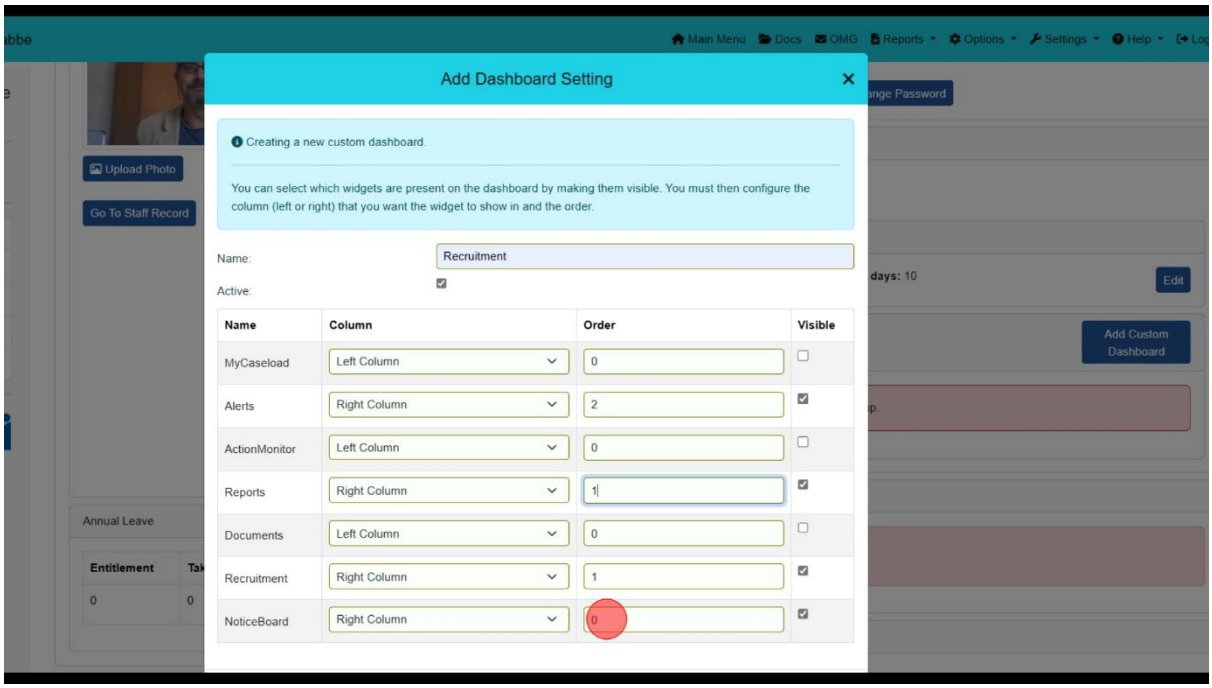
Step 8

Click input field



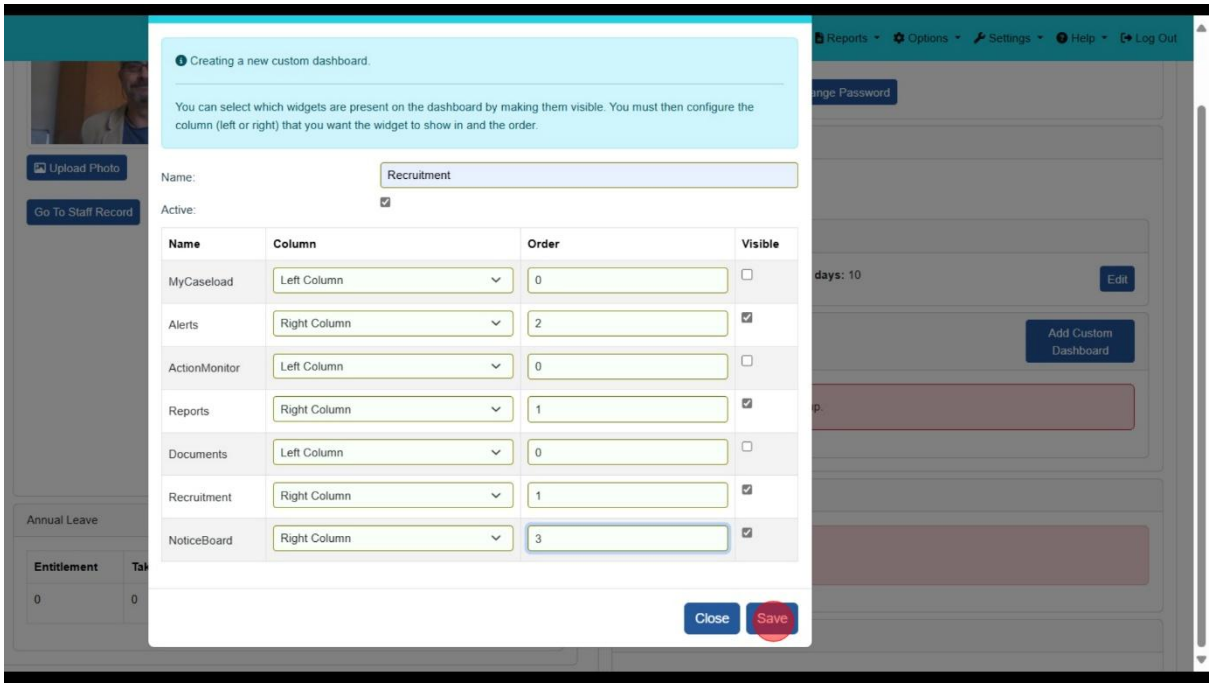
Step 9

Click input field



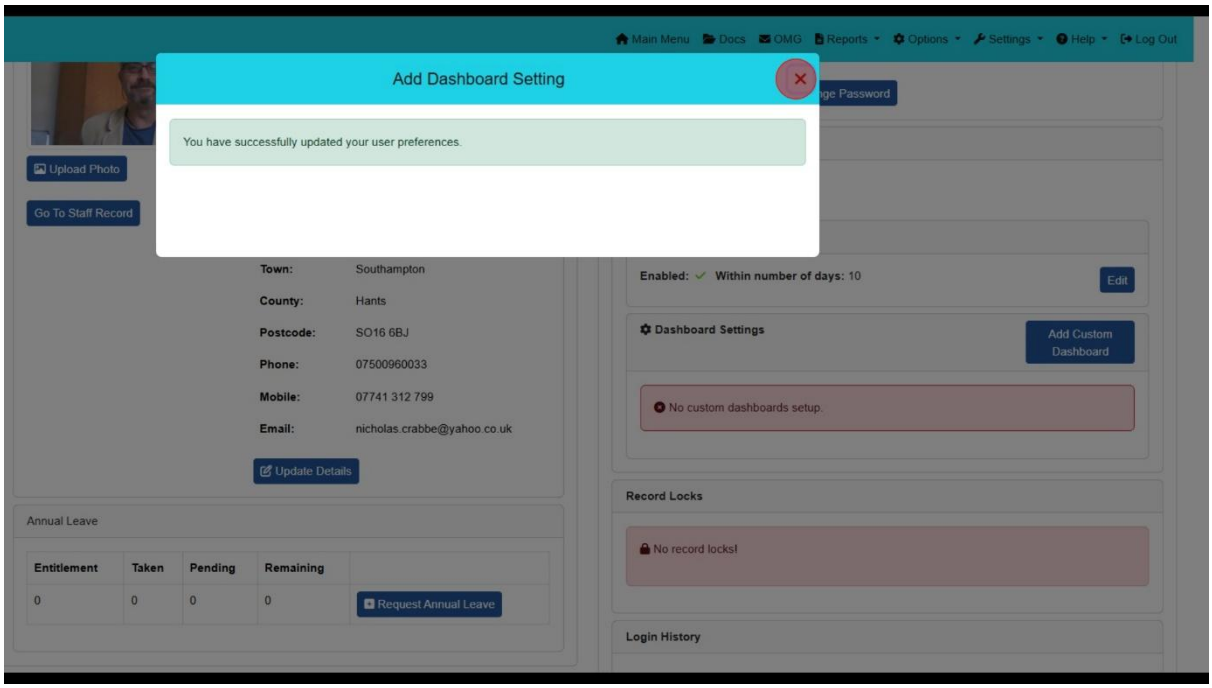
Step 10

Click "Save" link



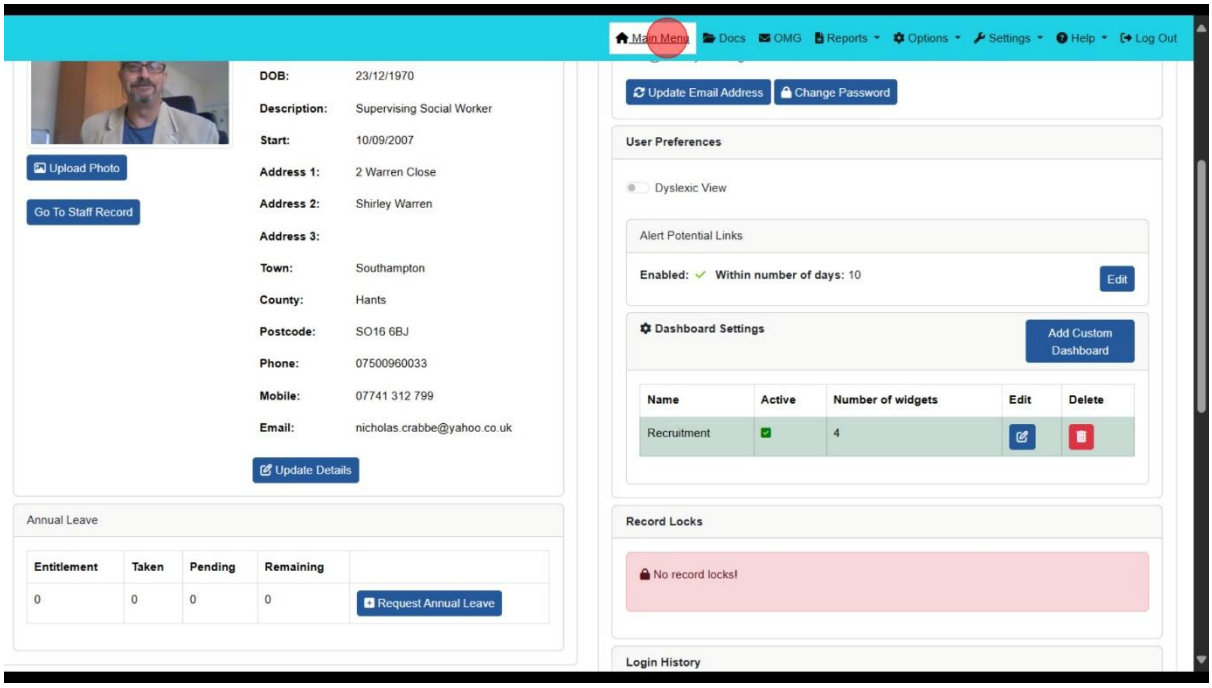
Step 11

Click button



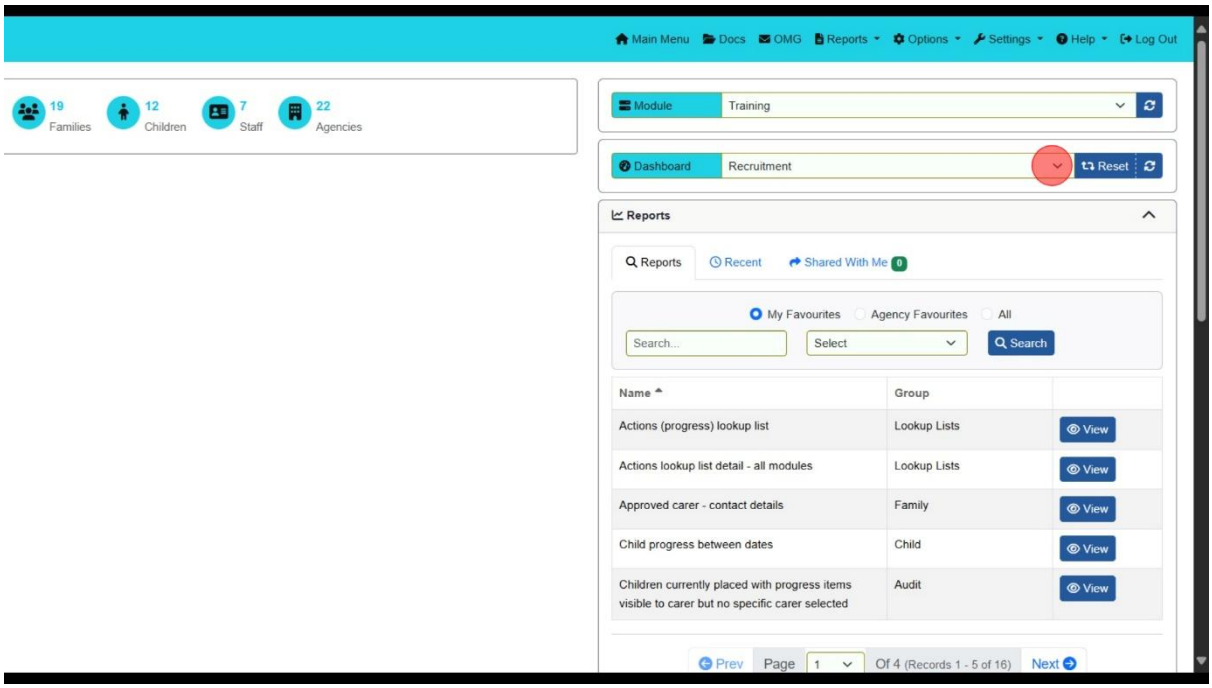
Step 12

Click " Main Menu" link



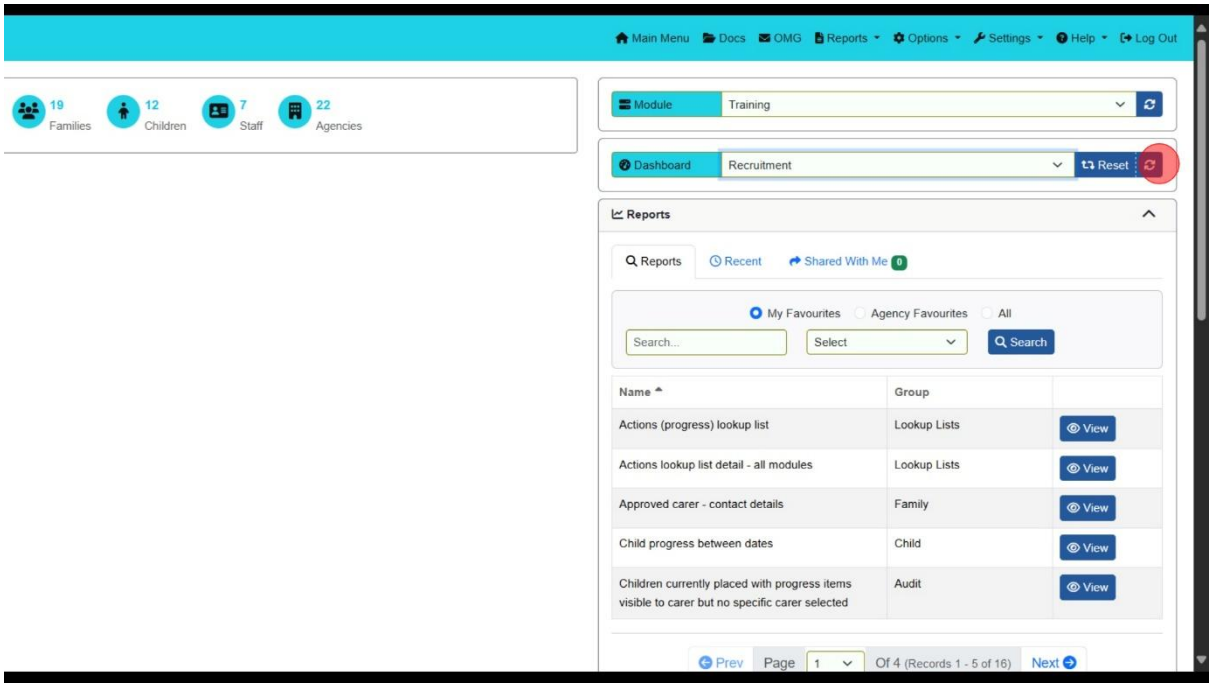
Step 13

Click "Recruitment"



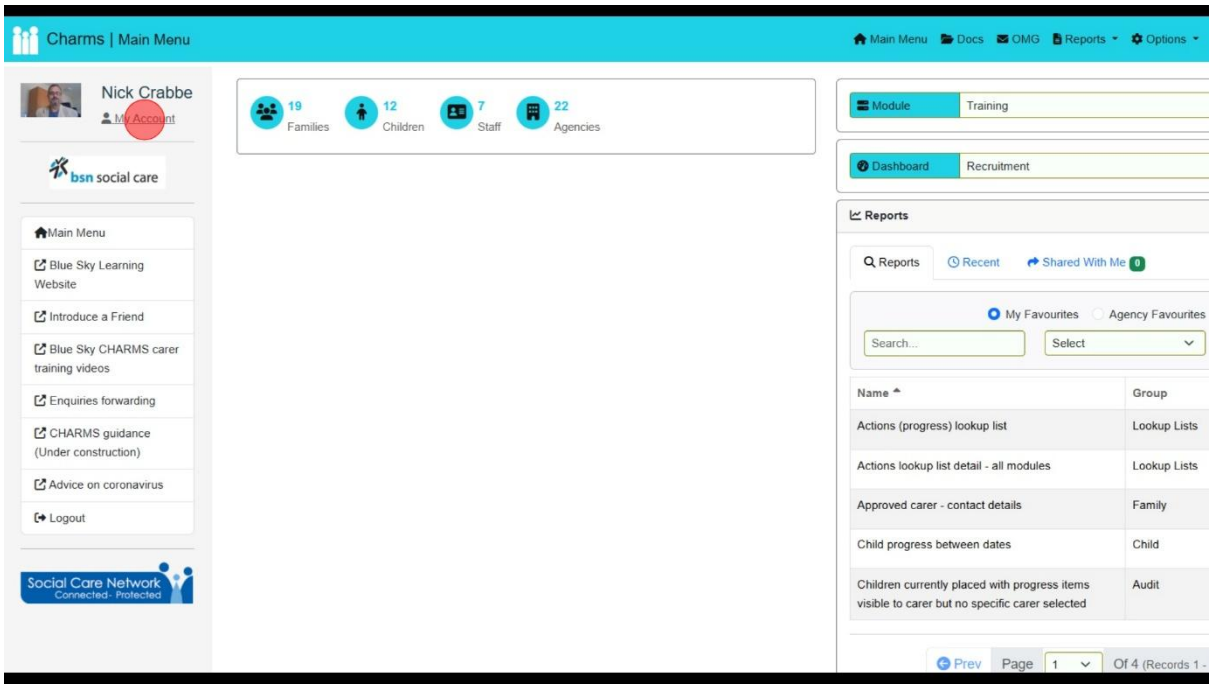
Step 14

Click button



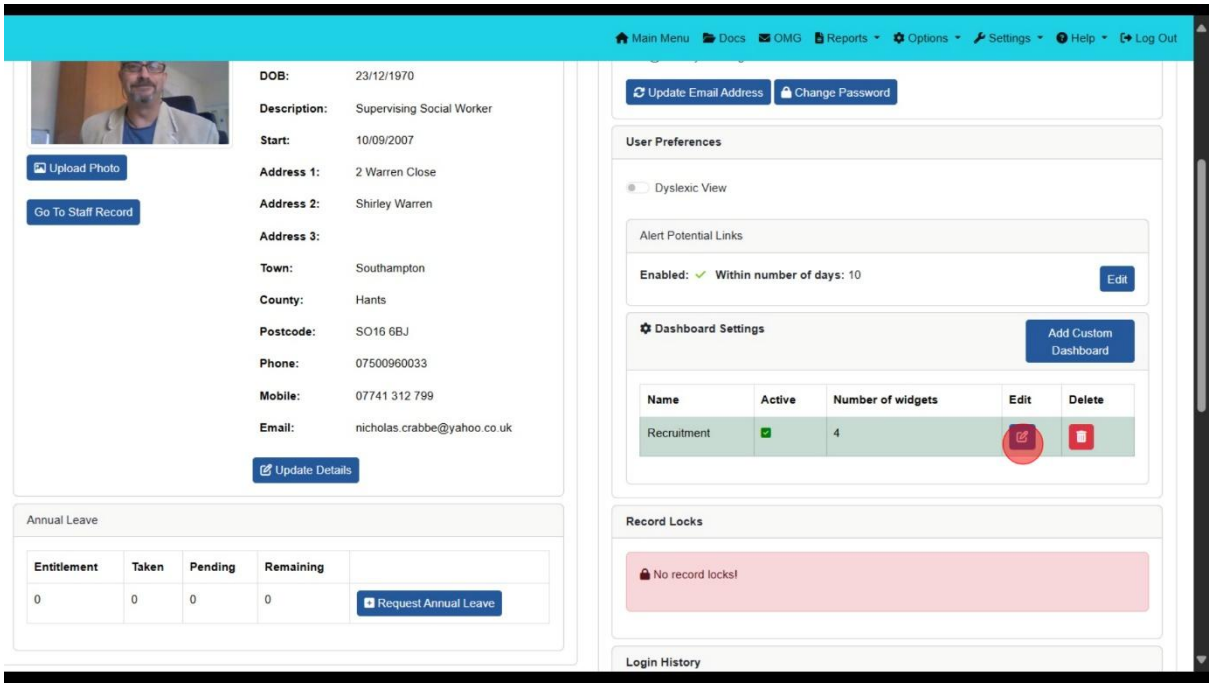
Step 15

Click " My Account" link



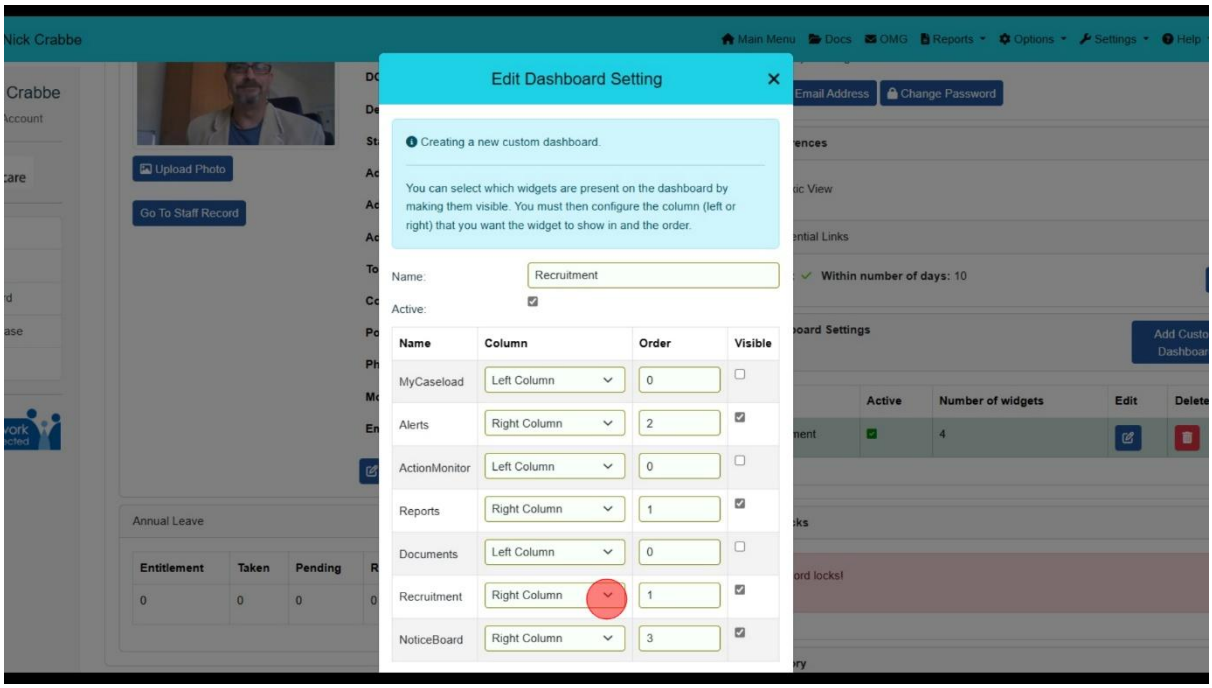
Step 16

Click link



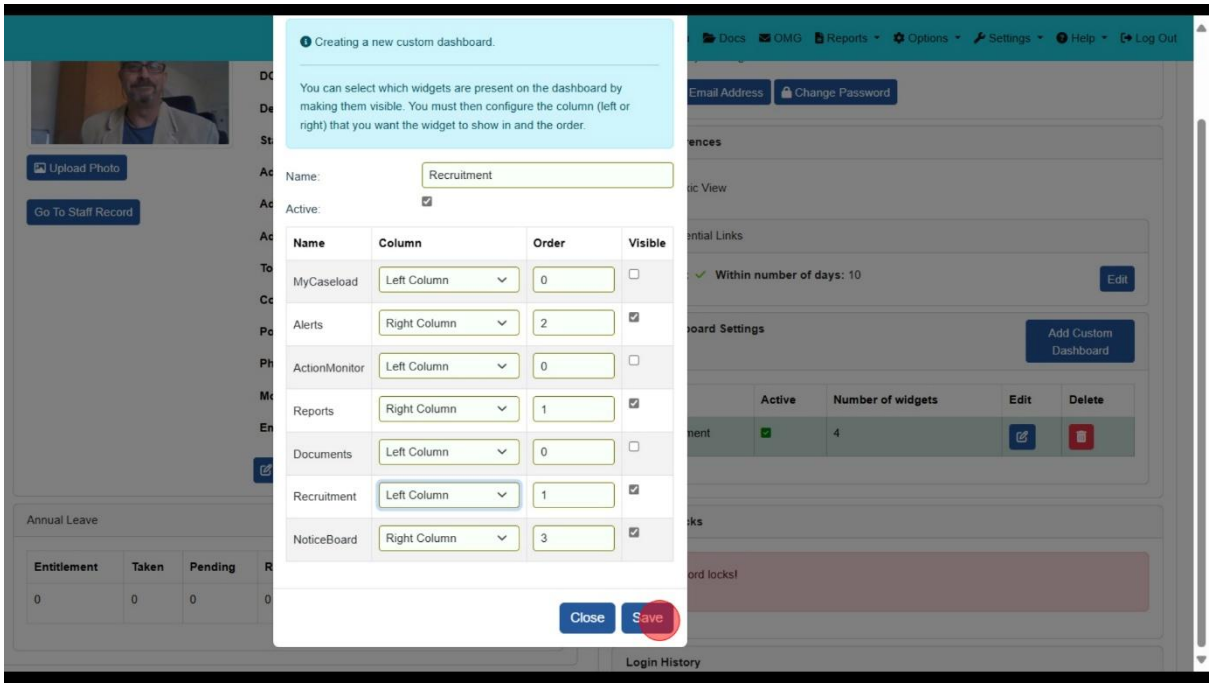
Step 17

Click "Left Column Right Column"



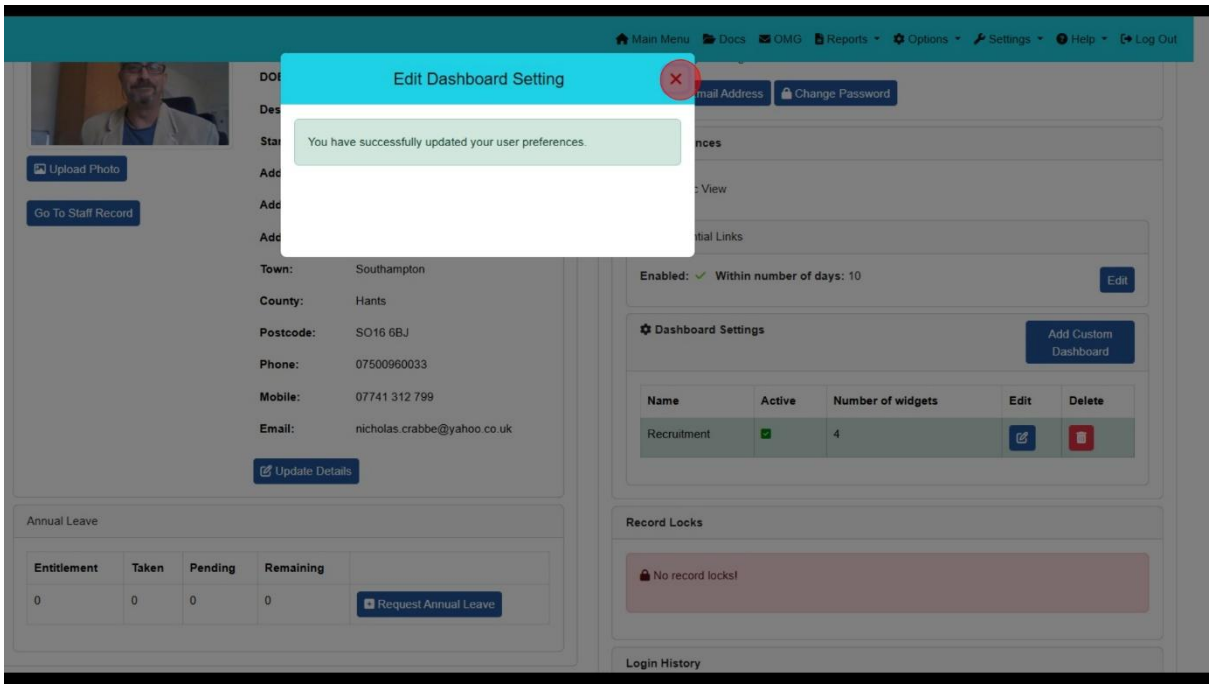
Step 18

Click "Save" link



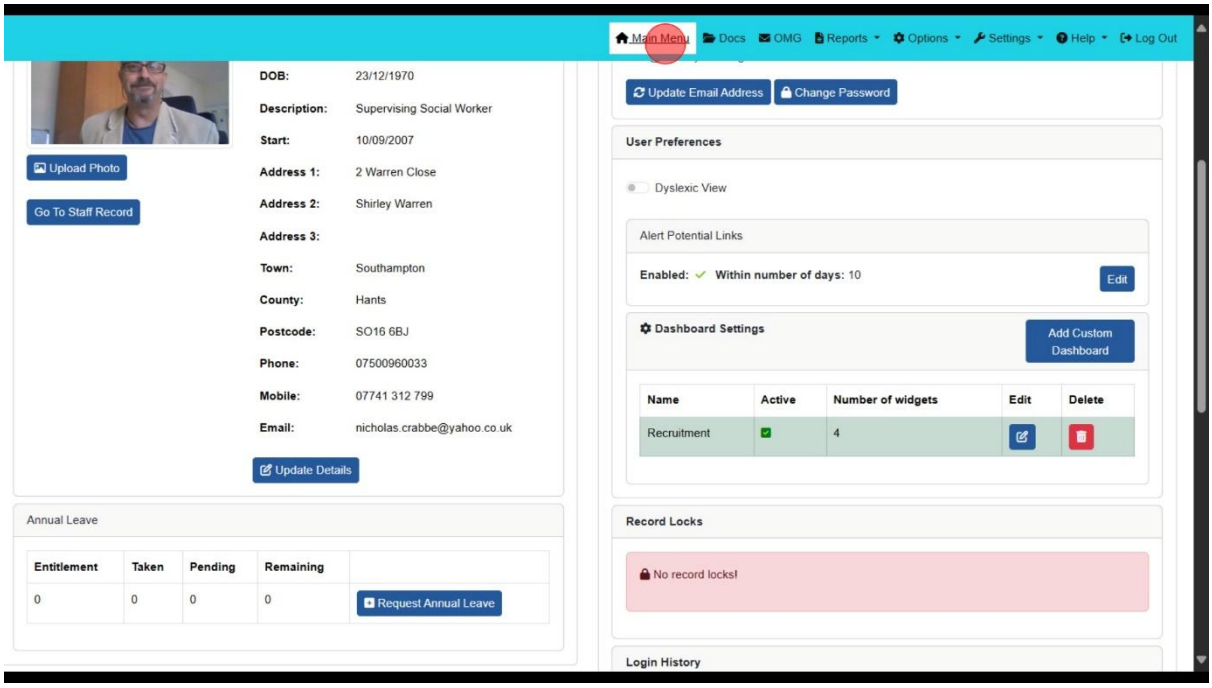
Step 19

Click button



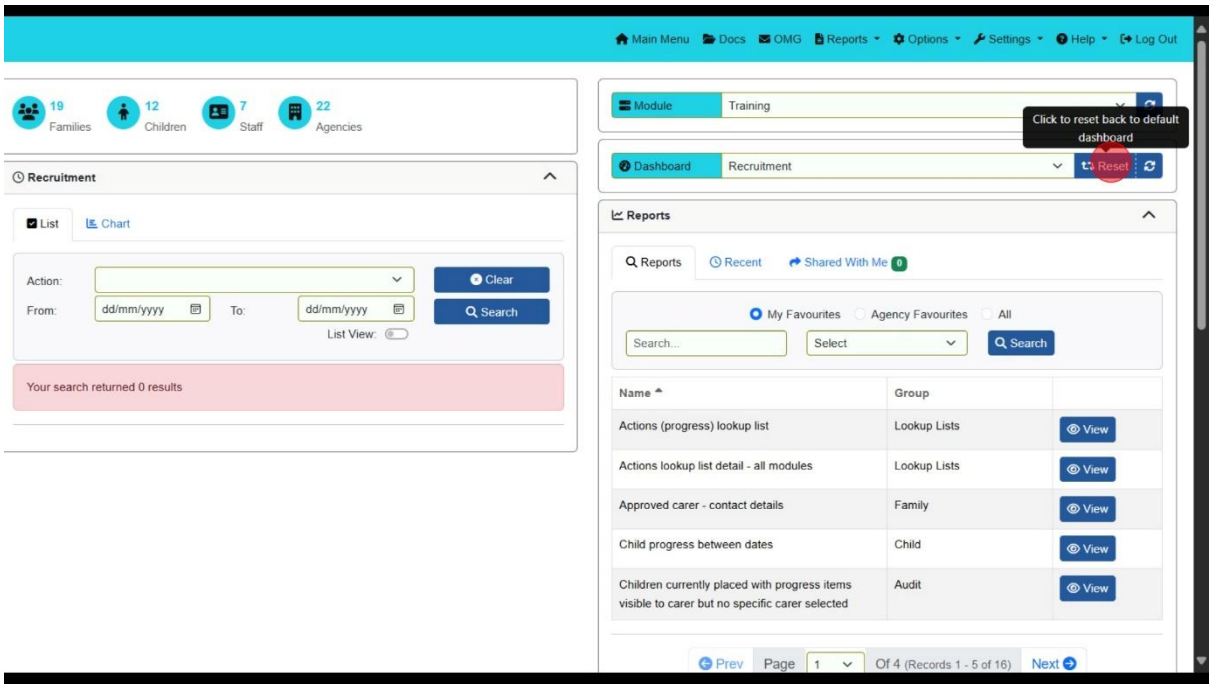
Step 20

Click " Main Menu" link



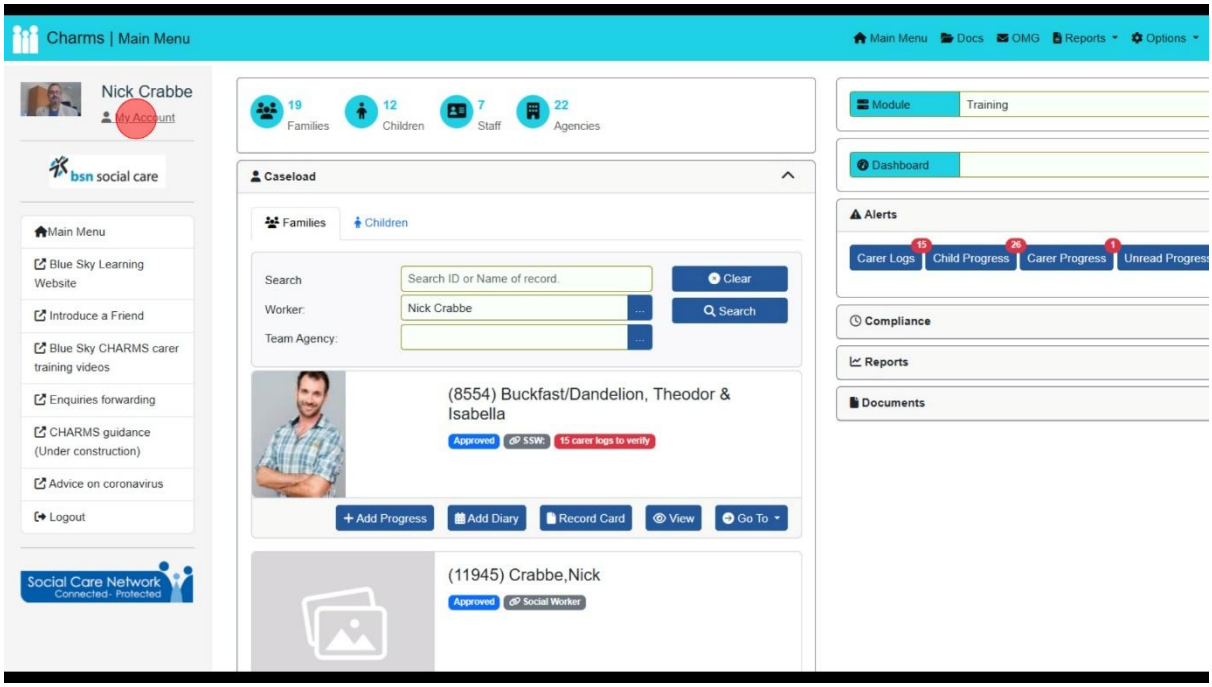
Step 21

Click " Reset" link



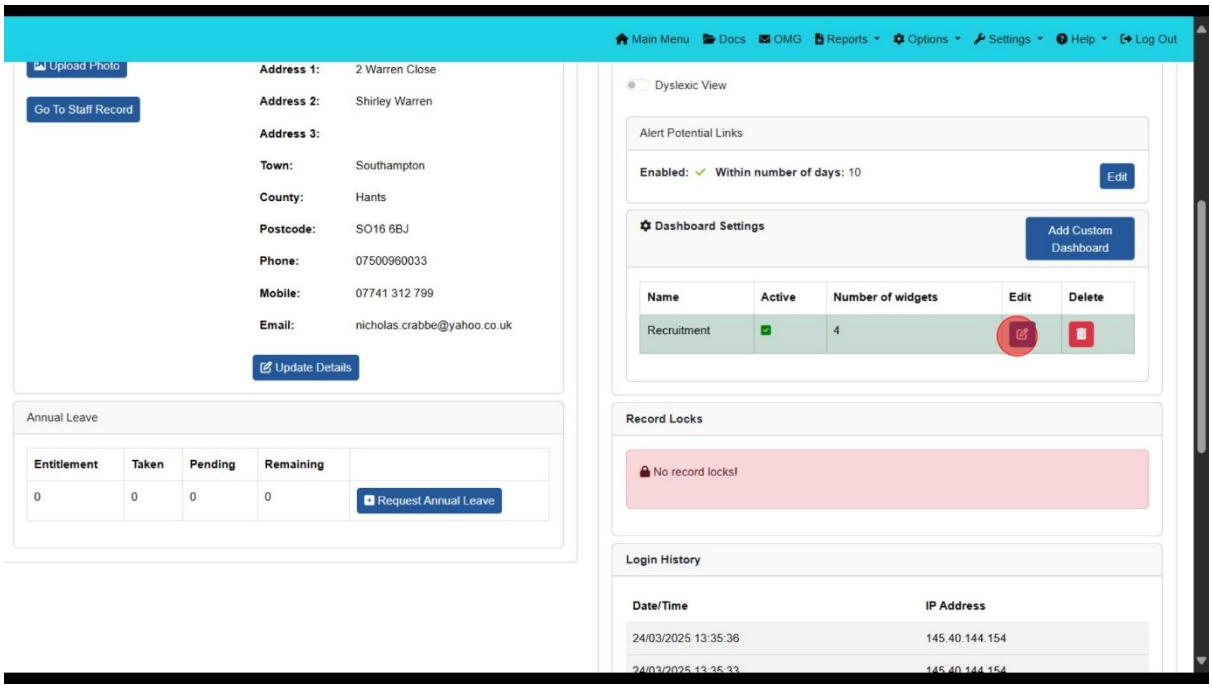
Step 22

Click " My Account" link



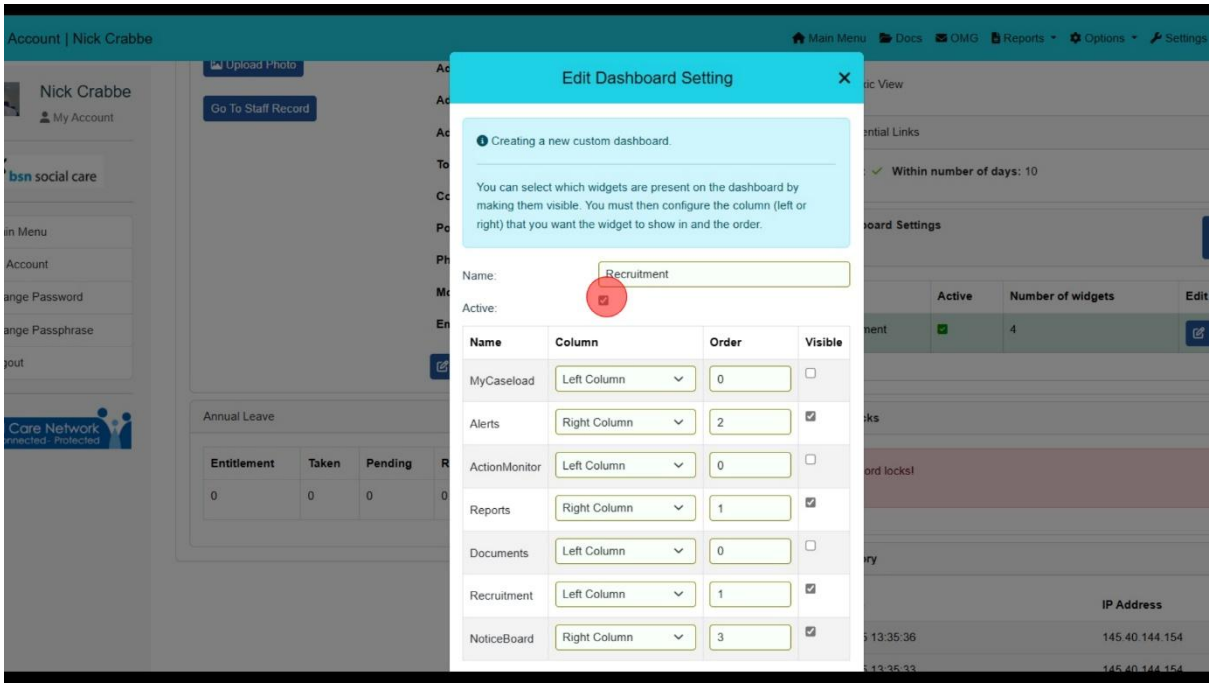
Step 23

Click



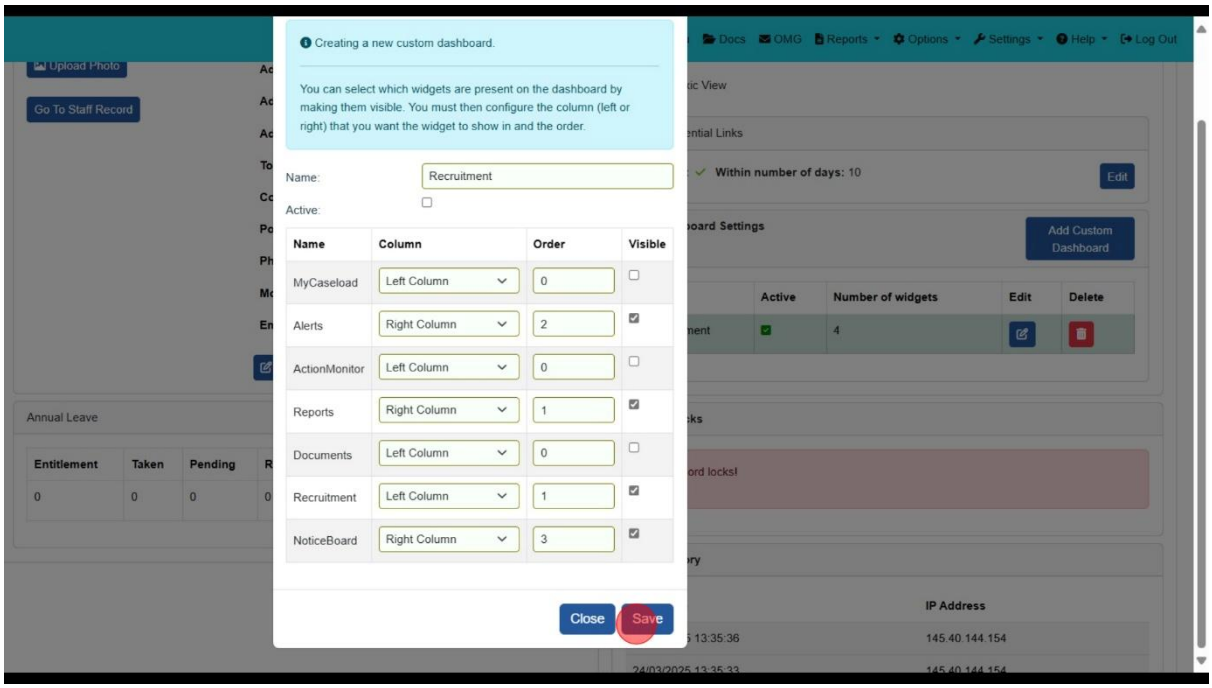
Step 24

Click input field



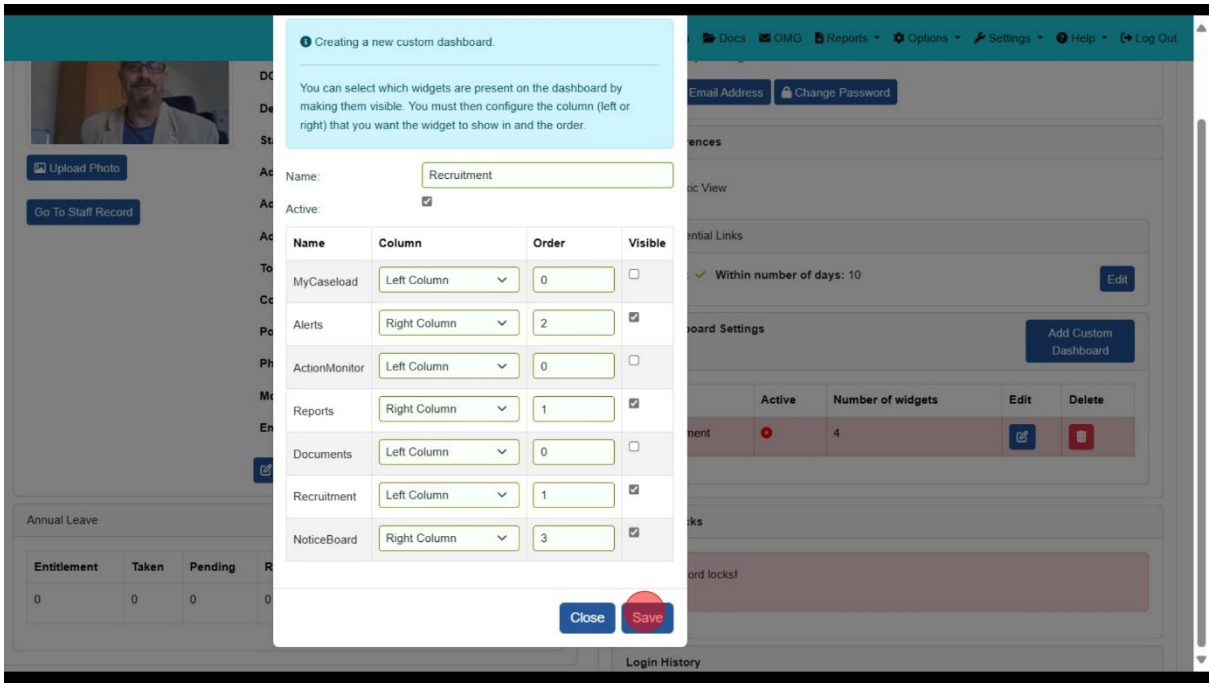
Step 25

Click "Save" link



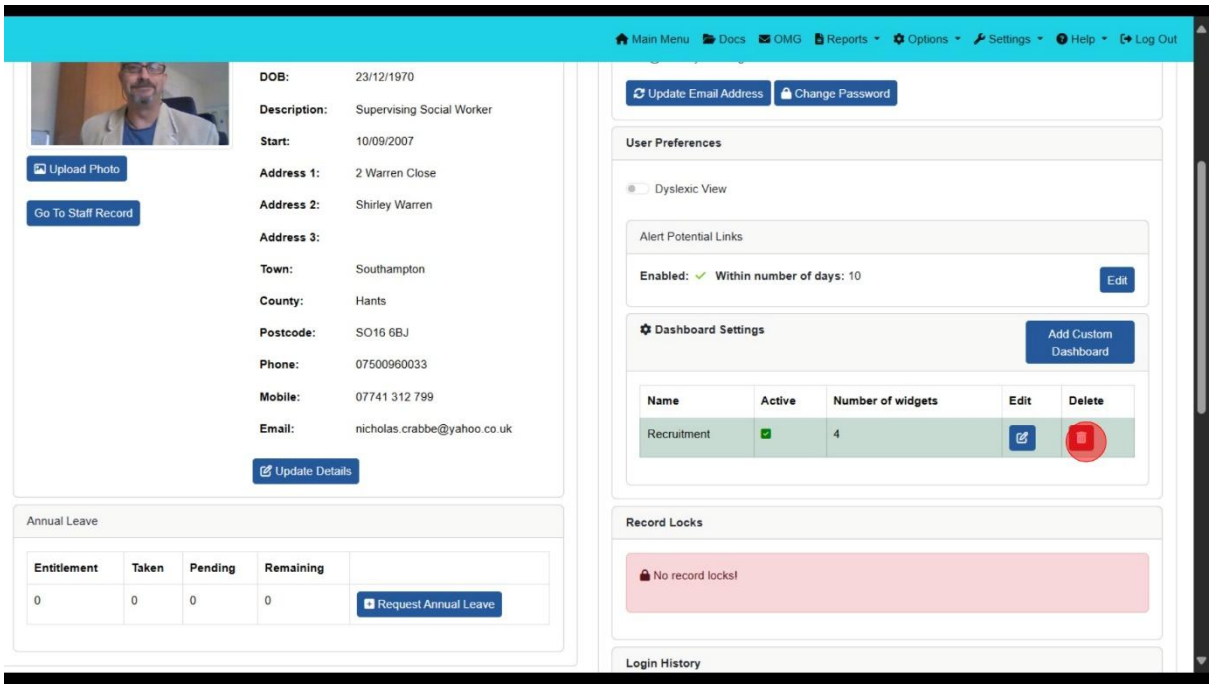
Step 26

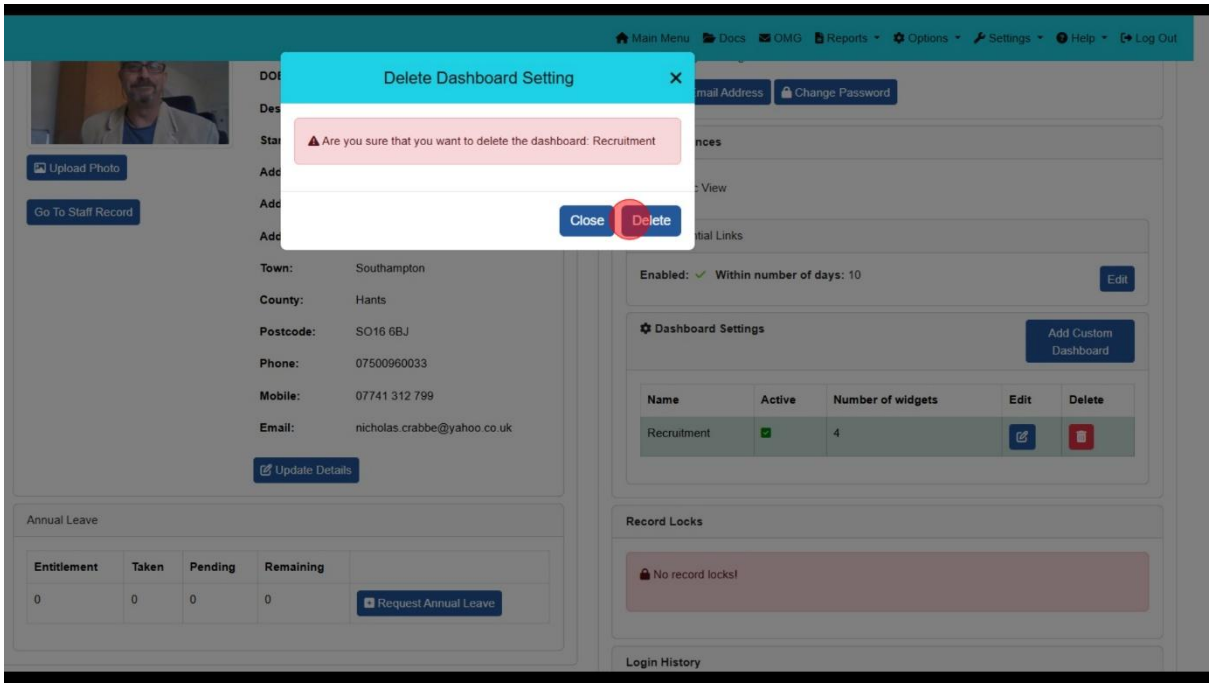
Click "Save" link



Step 27

Or, your can click the delete button to permanently erase the dashboard if you will never need it again.



Step 28

Confirm your choice with the "Delete" button