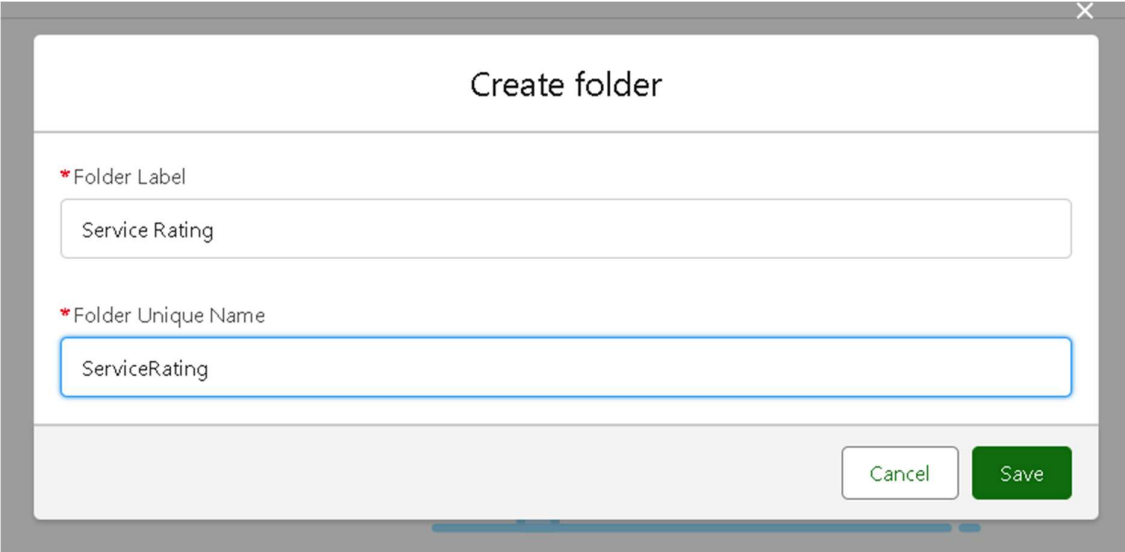# Dashboards

Dashboards help you visually understand changing business conditions so you can make decisions based on the real-time data you've gathered with reports. Use dashboards to help users identify trends, sort out quantities, and measure the impact of their activities. Before building, reading, and sharing dashboards, review these dashboard basics.

Create Dashboard Folder

1. Click on the app launcher and search for dashboard.
2. Click on dashboard tab.
3. Click new folder, give the folder label as " Service Rating dashboard".
4. Folder unique name will be auto populated.
5. Click save.

6.   Follow the same steps, from Reports Milestone and Activity 2, and provide the sharing settings for the folder that was just created.

Create Dashboard

1. Go to the app >> click on the Dashboards tabs.
2. Give a Name and select the folder that created, and click on create.

New Dashboard

* Name

Customer review

Description
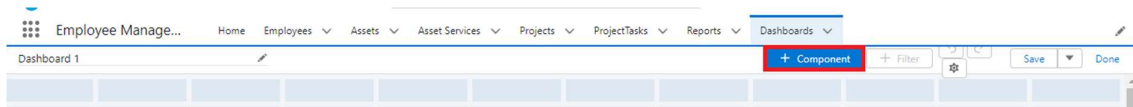
Folder

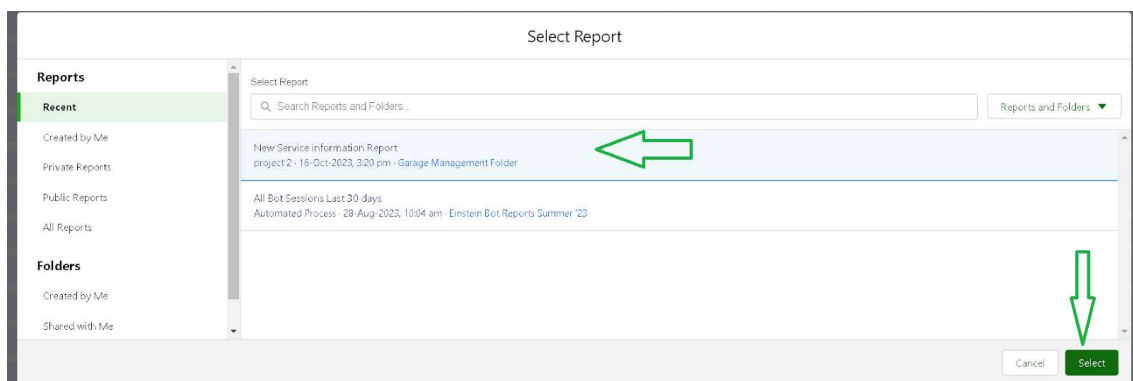Service Rating   Select Folder

Cancel   Create
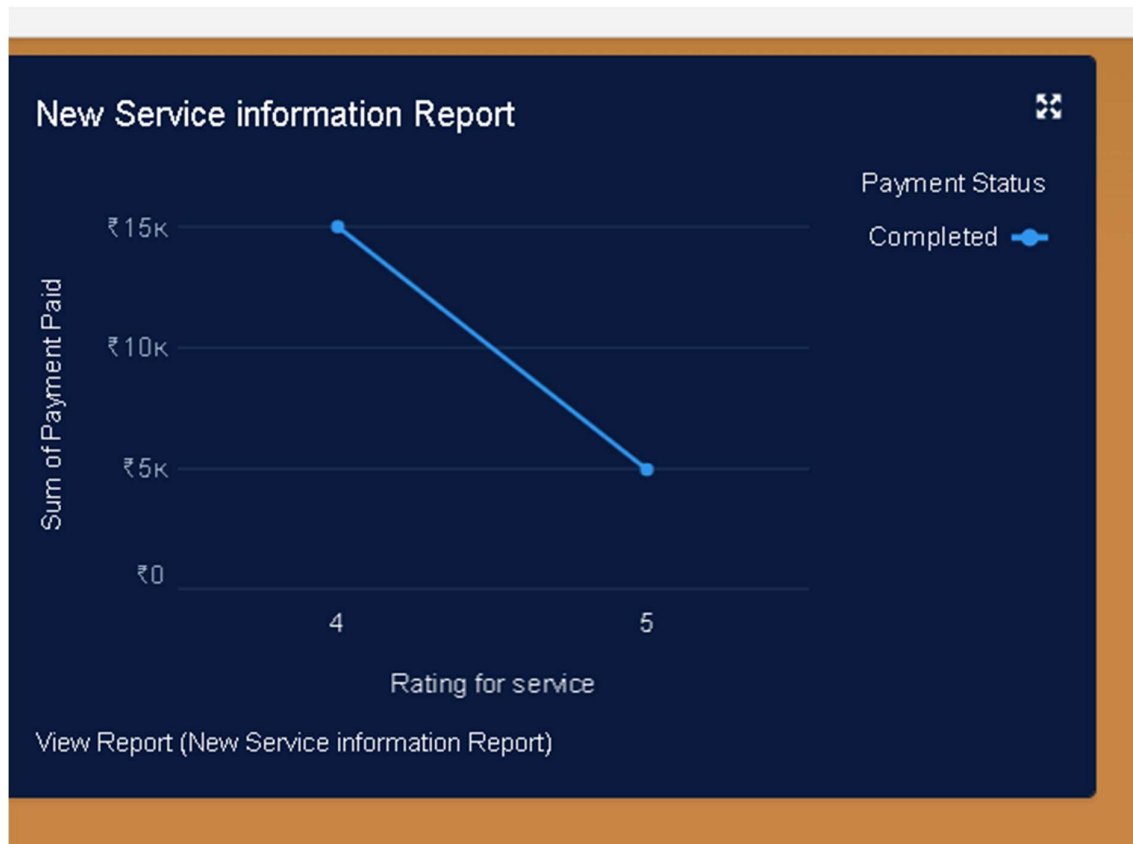
3.   Select add component.

4.   Select a Report and click on select.

5.   Select the Line Chart. Change the theme.
6.   Click Add then click on Save and then click on Done.

7.   Preview is shown below.

New Service information Report

Payment Status
Completed ●

Sum of Payment Paid

₹15к
₹10к
₹5к
₹0

          4   5

Rating for service

View Report (New Service information Report)

8.   After that Click on Subcribe on top right.
9.   Set the Frequency as " weekly ".
10.   Set a day as monday.
11.   And Click on save.

Edit Subscription

Schedule dashboard refreshes and subscribe to receive results.

Settings

Frequency

| Daily | Weekly | Monthly |

Days

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |

Time

3:00 pm ▾

Recipients

☑ Receive new results by email when dashboard is refreshed. ⓘ

Send email to
Me

Edit Recipients

Cancel   Save