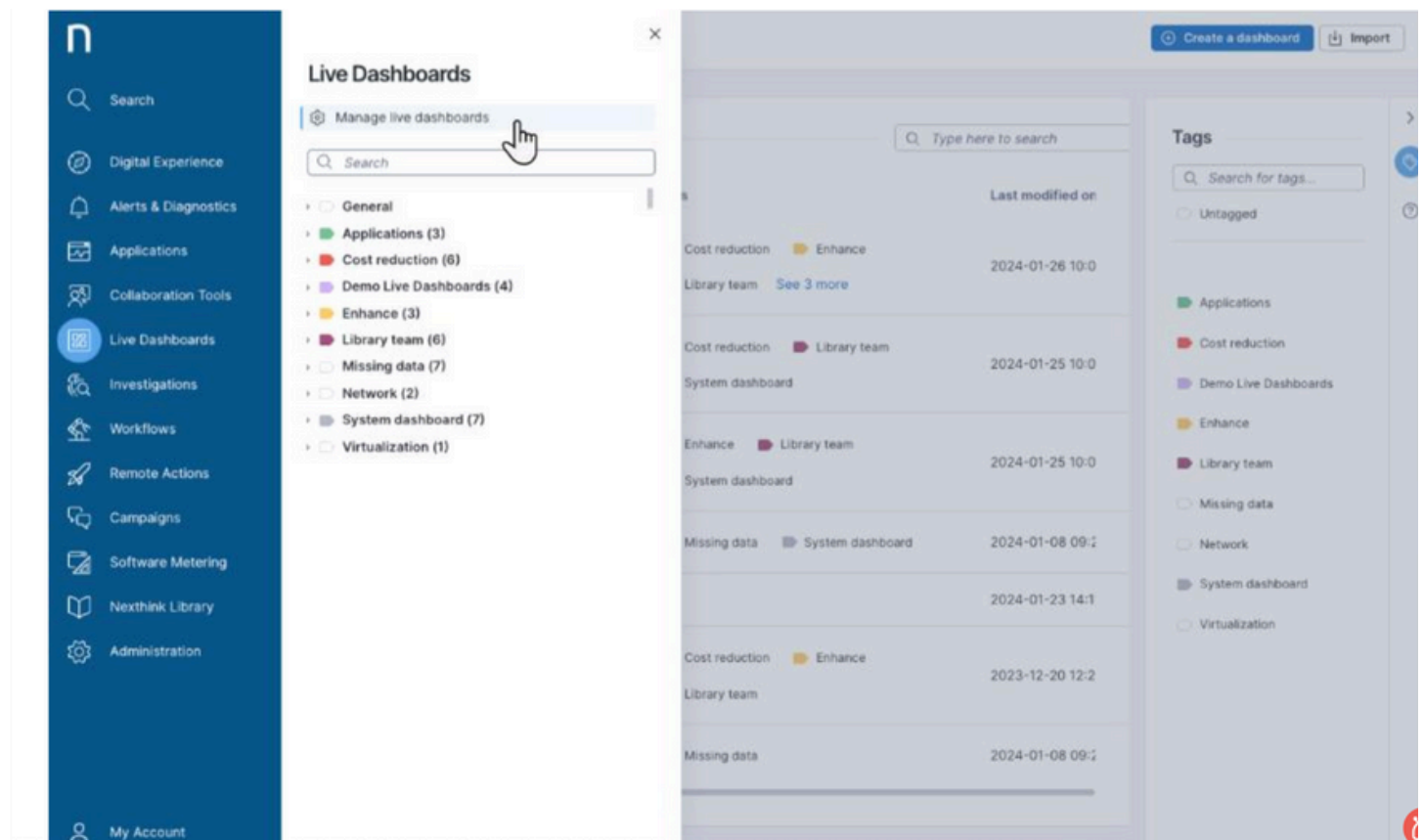


Creating dashboards in Nexthink

Creating dashboards:

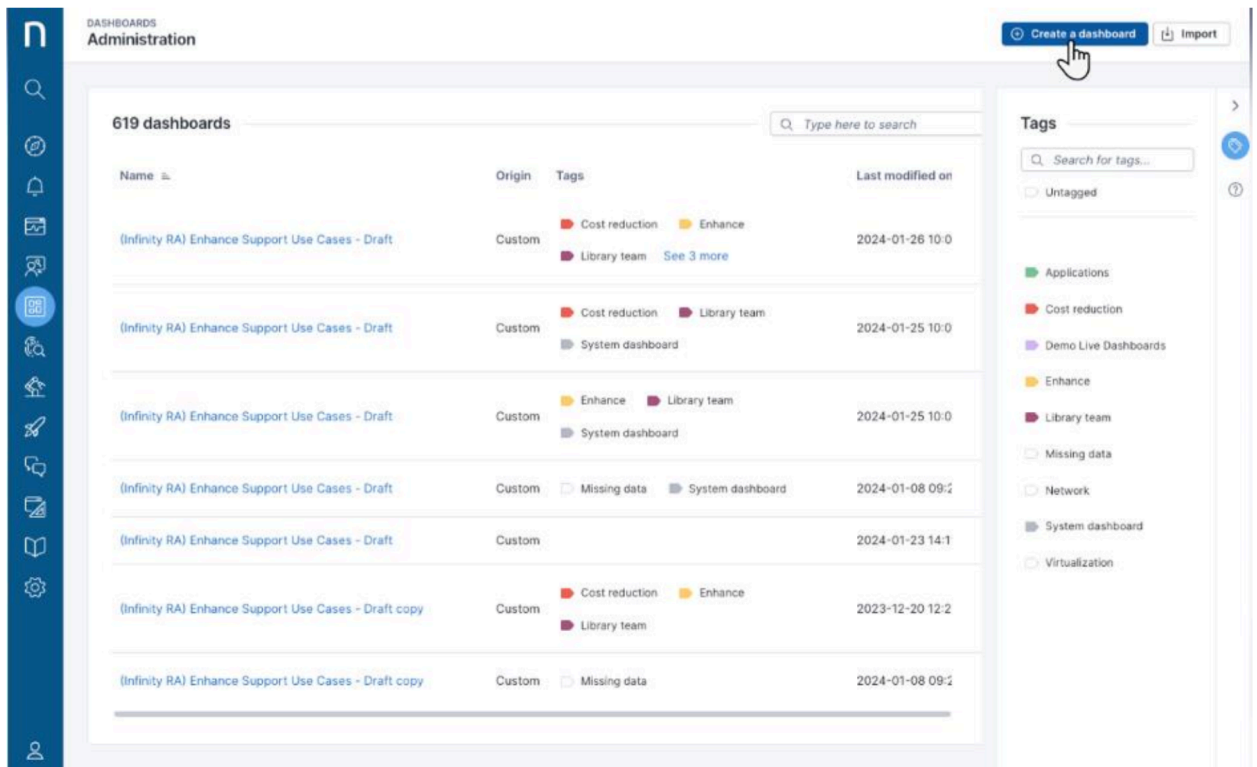
To create a dashboard for the first time:

- 1. Select **Live Dashboards** from the main menu.
- 2. Click on **Create a dashboard** in the top-right corner of the empty **Dashboards** page.
- 3. Enter a meaningful name for the dashboard and click **Save**.



After you save your first dashboard, create new dashboards:

1. Select **Live Dashboards > Manage live dashboards** from the main menu.
2. Click on **Create a dashboard** in the top-right corner of the **Dashboards** page.
3. Enter a meaningful name for the dashboard and click **Save**.



Use the Live dashboards main menu or the Dashboards page to access available dashboards.

Steps to Import a Dashboard in Nextthink Portal

1. Log in to the Nextthink Portal

o Use your browser to access the Nextthink web portal.

2. Go to the Dashboards Section

o In the top menu, click on "Dashboards".

o Click on "Manage Dashboards".

3. Click on Import

o In the "Manage Dashboards" screen, click the "Import" button.

4. Confirm and Import

o Click "Import" or "Confirm" to finish adding it.

5. Access the Dashboard

o After import, go back to the Dashboards section and you should see the new dashboard listed.

Adding a metric to the Portal

To add a metric to the Portal, insert it into a dashboard. You may either reuse an existing dashboard or create a new one. In any case, the dashboard must belong to a module of type Basic.

Dashboards in Basic modules are initially empty, displaying just a blank page where you can add and organize widgets for your metrics. Combine several types of widgets in a dashboard to see your metrics from different points of view.

To create a new Basic module and dashboard:

1. Click the menu icon (three bars) on the right-hand side of the dark blue ribbon.
2. Select **Create new module...** at the bottom of the menu.
3. Choose **Basic** as the type of module to create.
4. A new Basic module with a default empty dashboard appear in your Portal.
5. Optional: Rename the module and the dashboard (by default **Untitled module** and **Untitled dashboard**) by clicking the menu icon again and selecting **Rename....**
 1. Type in the new names for both the module and the dashboard under **Module name and Dashboard Name**.
 2. Click **Done**.

Alternatively, choose an existing dashboard from the module navigation tool that you find on the left-hand side of the dark blue ribbon

1. Click the module navigation tool (it displays the names of the current module and dashboard).

o If you have the permissions to see published content, and there actually are some modules published, you may see the rubrics My content and All published.

1. Click My content if this is the case.

2. Select a Basic module from the section PERSONAL. Only those modules that belong to you are available for editing.

o If you do not see the section **PERSONAL**, you do not have permissions to create dashboards. Ask your administrator.

o If the **PERSONAL** section is empty of modules, it displays the message **No personal module. Click here to create one.:**

□ Click the word **here** in the message to create your first personal module as an alternative to the method seen above.

□ Select a dashboard from any of the other sections (dashboards include in your roles or under the **All published** rubric, if available) and copy it to your personal section to be able to modify it:

1. Click the menu icon on the right-hand side of the blue ribbon once the dashboard is open.

2. Select Copy module to my content from the menu.

3. Select one of the available dashboards in the module.

Once you have either the new or the existing dashboard in your screen, add the metric to it:

1. Click the menu icon on the right-hand side of the dark blue ribbon.

2. Select Edit content in the DASHBOARD section. The dashboard is now in edit mode.

o If the dashboard was empty, a plus sign appears on it.

o If the dashboard has content, plus signs appear while you hover the mouse over the limits of existing widgets.

3. Click one of the plus signs to add a new widget for your metric at that location of the dashboard.

o Note that widgets can hold more than one metric. If you prefer to add your metric to an existing widget, click the sprocket icon that appears when you hover the mouse over the top-right corner of a widget and select Edit.

4. Choose the type of widget that you want to create:

o KPI.

o Table.

o Line chart.

o Bar chart.

5. Fill-in the dialog to add the widget:

1. Optional: Type in a title for the widget

2. Click the button **Add metrics**.

3. Select a metric from the list of available metrics.

4. Click the button **Add**. The list of metrics turns into a preview of the widget.

5. Depending on the type of widget that you chose, set the **DISPLAY** options.

6. Optional: Click **Add metrics** again to add as many metrics as you want to the widget.

7. Click **Done** to finish editing the widget and come back to dashboard editing.

8.. To finish editing the dashboard, click the check mark that replaces the menu icon on the right-hand side of the dark blue ribbon while in edit mode.