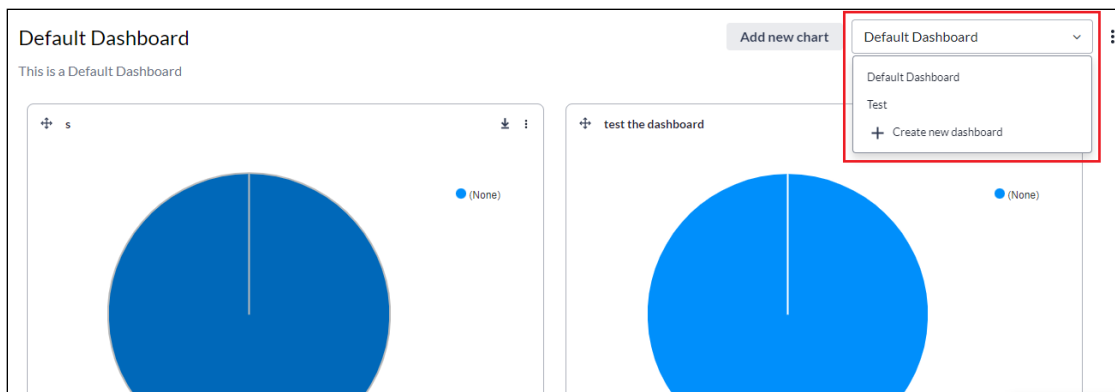


Set My Dashboard

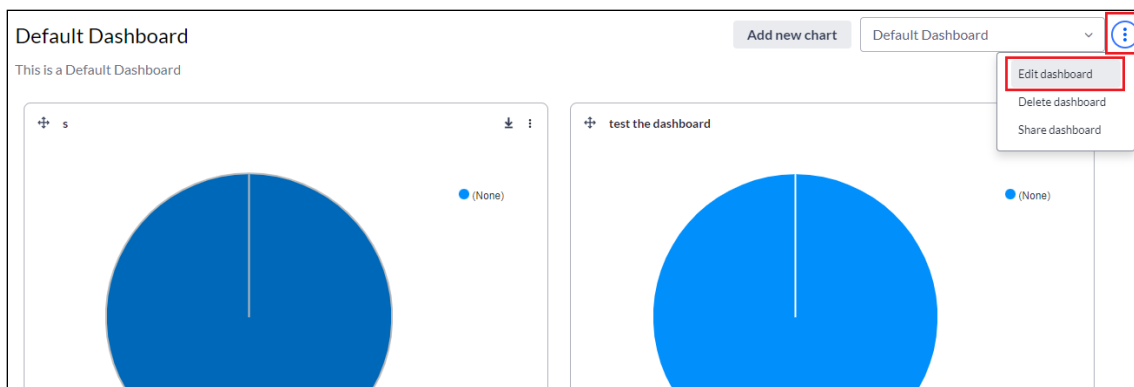
You have the ability to set a default dashboard (also known as "my" dashboard) that automatically displays each time you wish to view your **Dashboard** page. You also have the option to create new, additional dashboards if you wish!

To set your default:

1. Navigate to your **Dashboard** page, and then use the drop-down menu to select the dashboard you wish to set as your default.



2. Select the ellipses  icon, and then select **Edit dashboard**.



3. Provide your preferred **Dashboard name** (required), and **Description** (optional).

Dashboard name *
Default Dashboard

Description
This is a Default Dashboard

☒ Default dashboard

Theme

☒ Theme 1

☐ Theme 2

☐ Theme 3

☐ Theme 4

☐ Theme 5

☐ Theme 6

Save Cancel

4. Select the **Default dashboard** box to set this specific dashboard as your default.