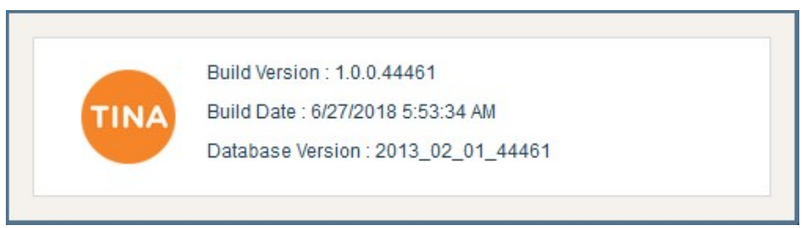
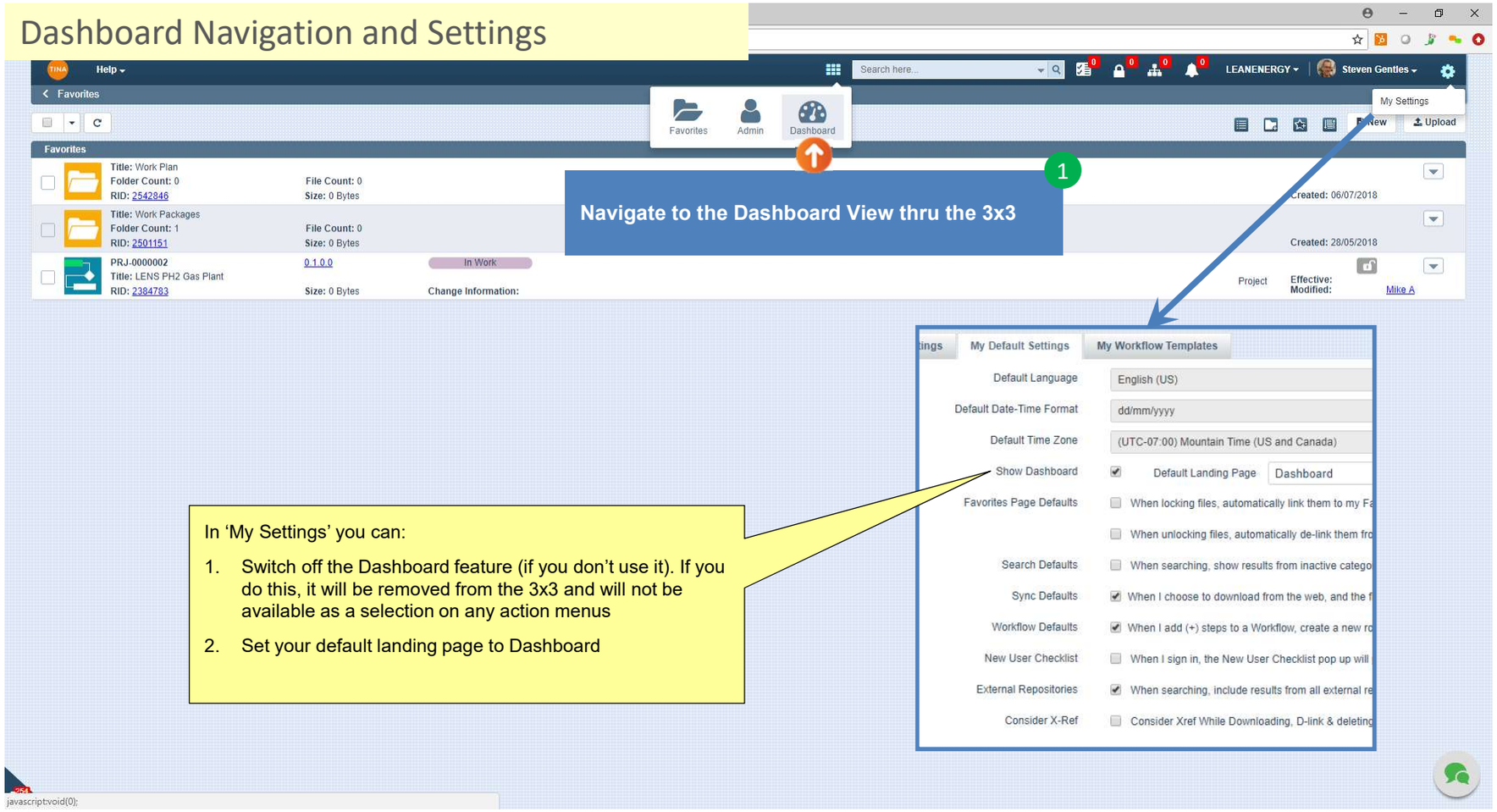
# Section 20

## Tina5s User Guide – Dashboards


Dashboard Navigation & Settings
Creating a New Dashboard Chart
Chart Features Summary
Drilling Down and Moving Around
Managing and Configuring

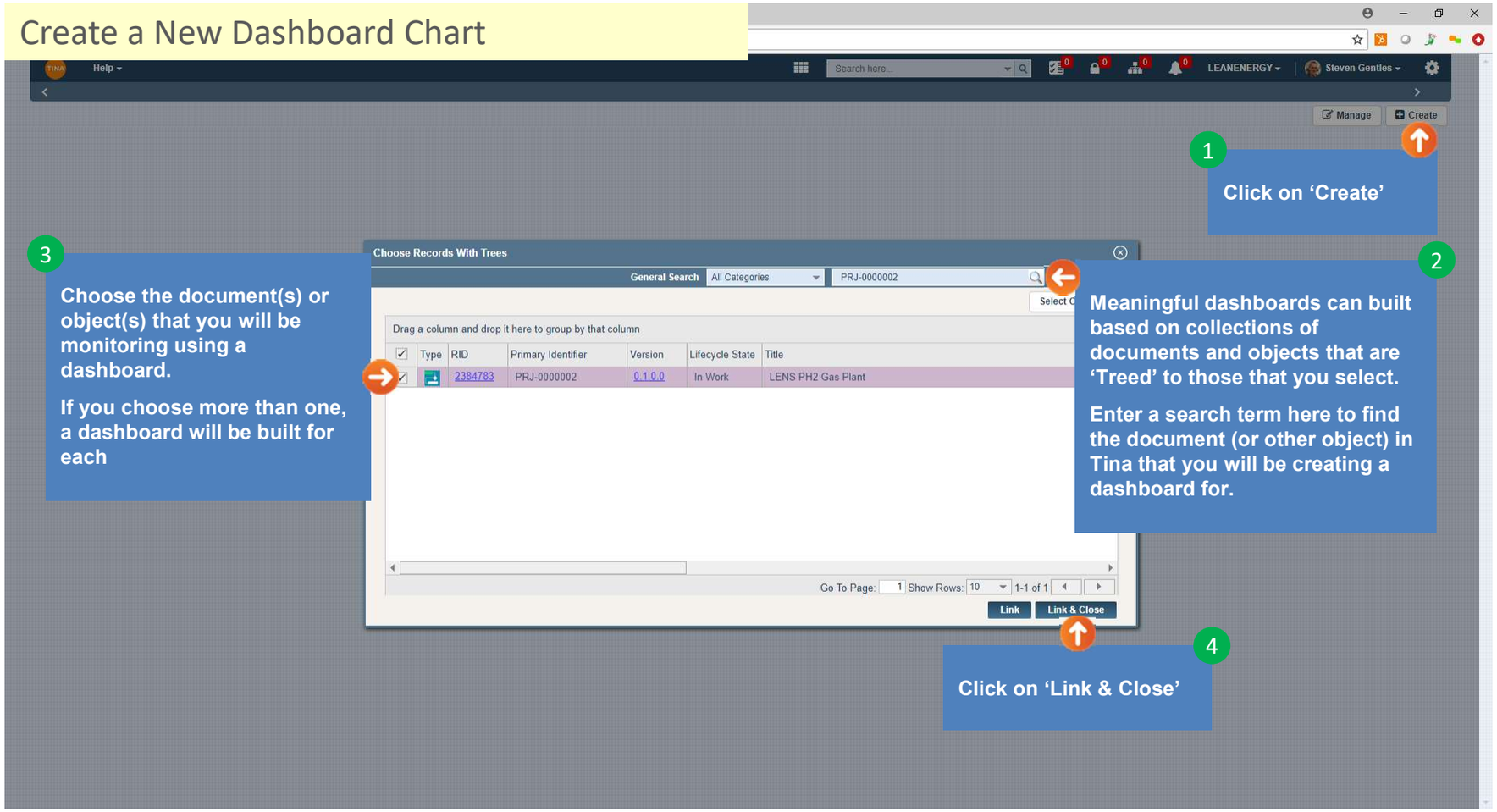
# Dashboard Navigation and Settings




In ‘My Settings’ you can:

1. Switch off the Dashboard feature (if you don’t use it). If you do this, it will be removed from the 3x3 and will not be available as a selection on any action menus
2. Set your default landing page to Dashboard

# Create a New Dashboard Chart



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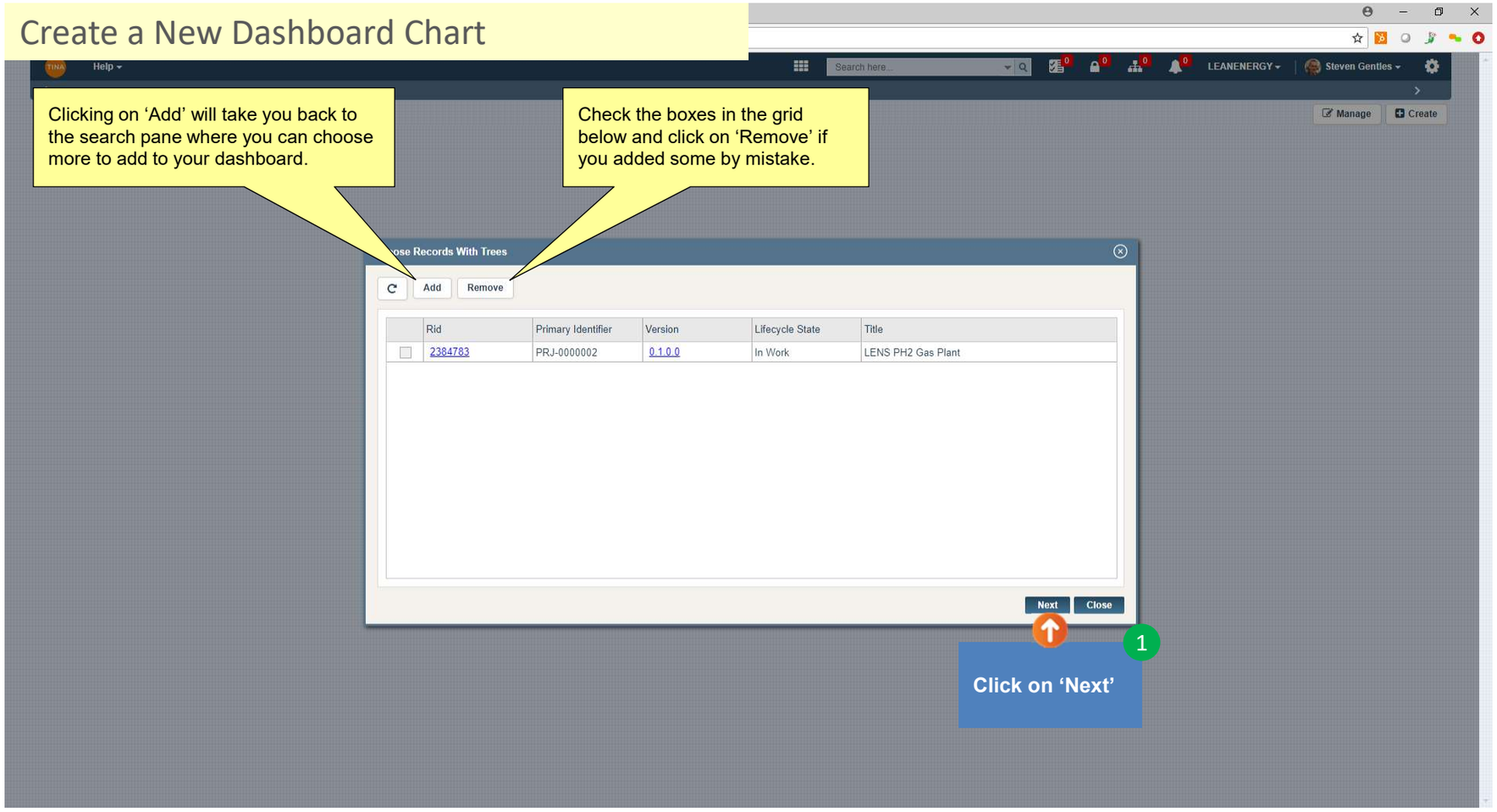

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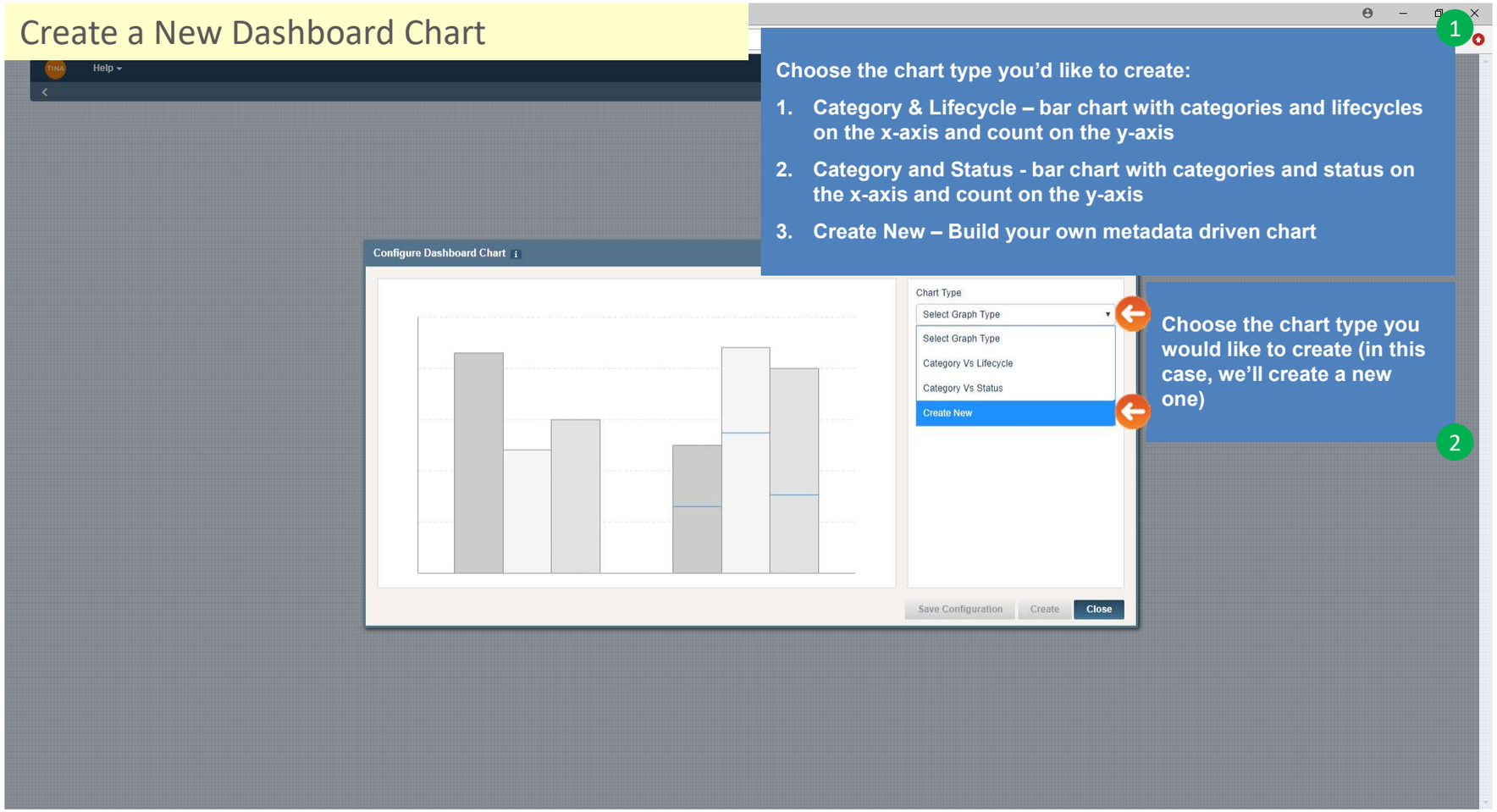



1

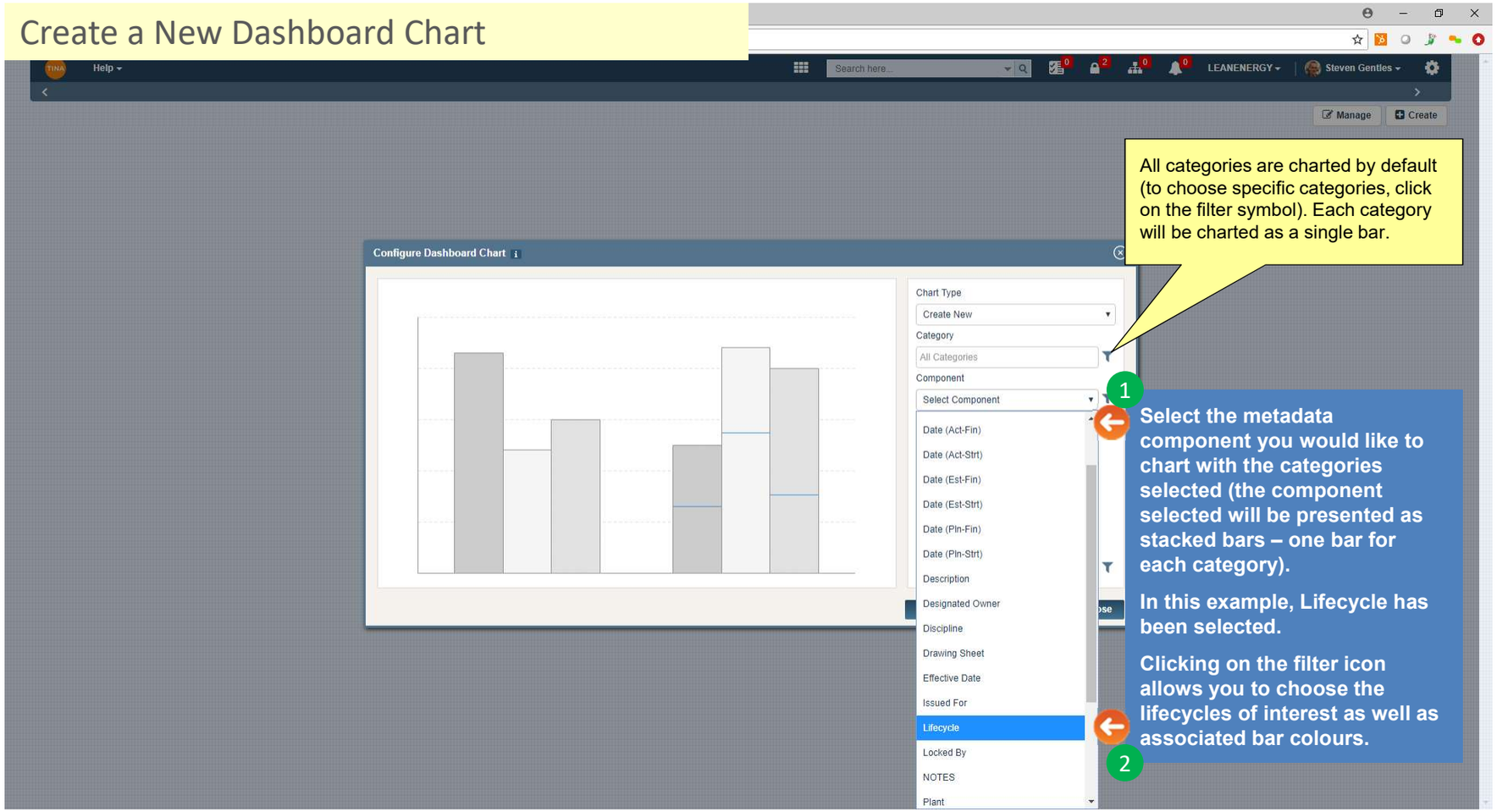
**Choose the chart type you'd like to create:**

1. **Category & Lifecycle – bar chart with categories and lifecycles on the x-axis and count on the y-axis**
2. **Category and Status - bar chart with categories and status on the x-axis and count on the y-axis**
3. **Create New – Build your own metadata driven chart**

**Choose the chart type you would like to create (in this case, we'll create a new one)**

2

# Create a New Dashboard Chart



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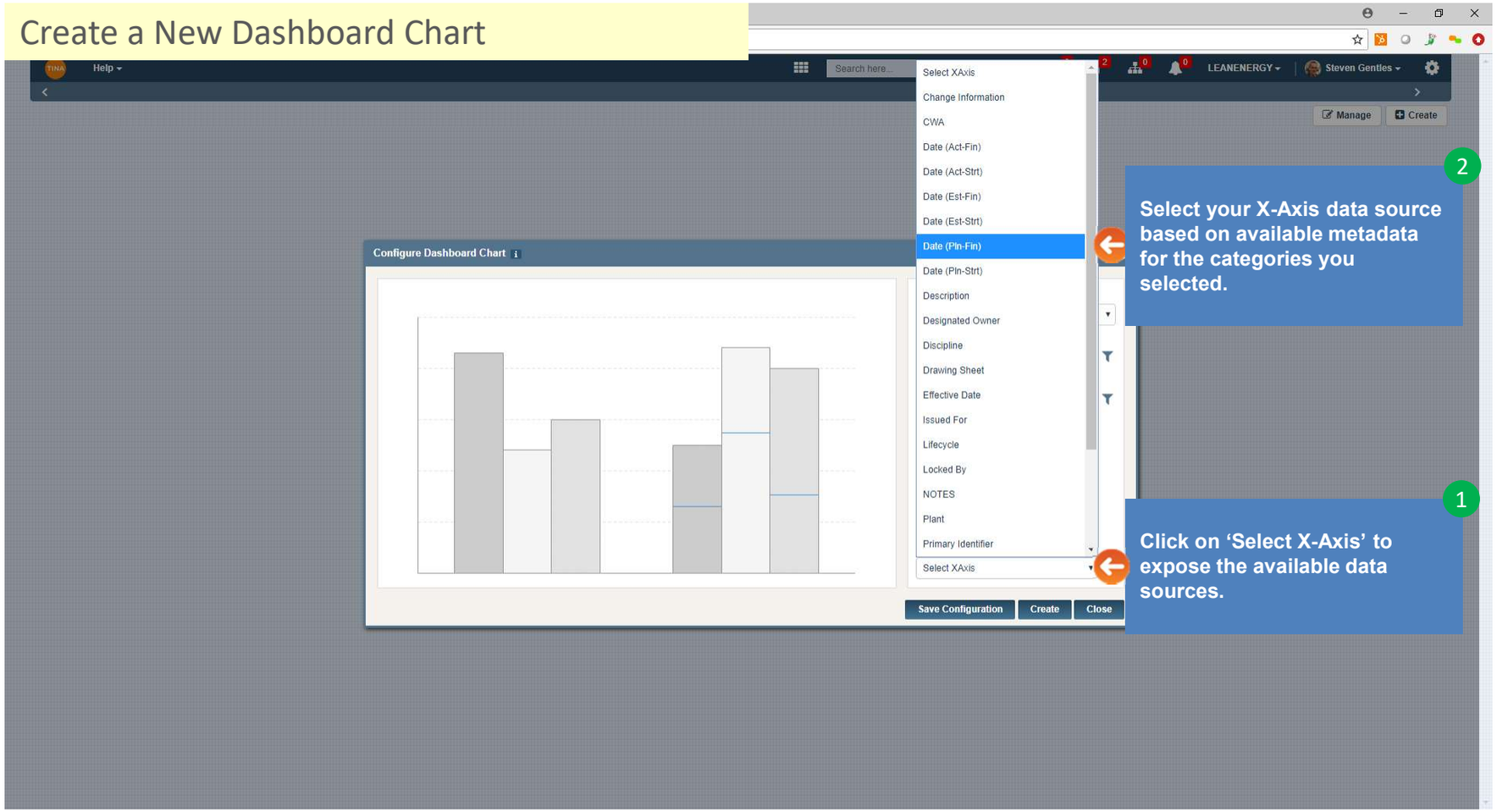

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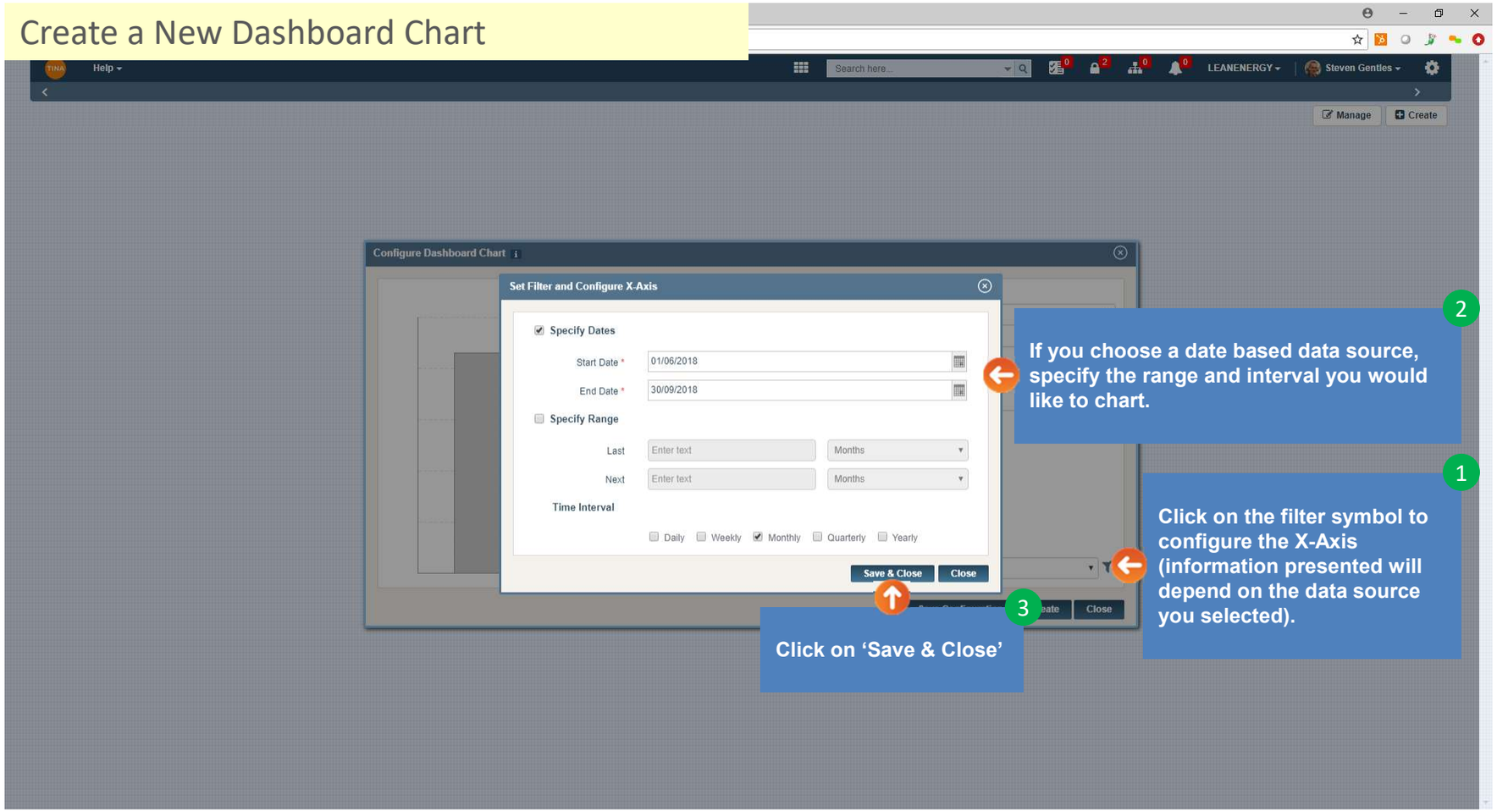

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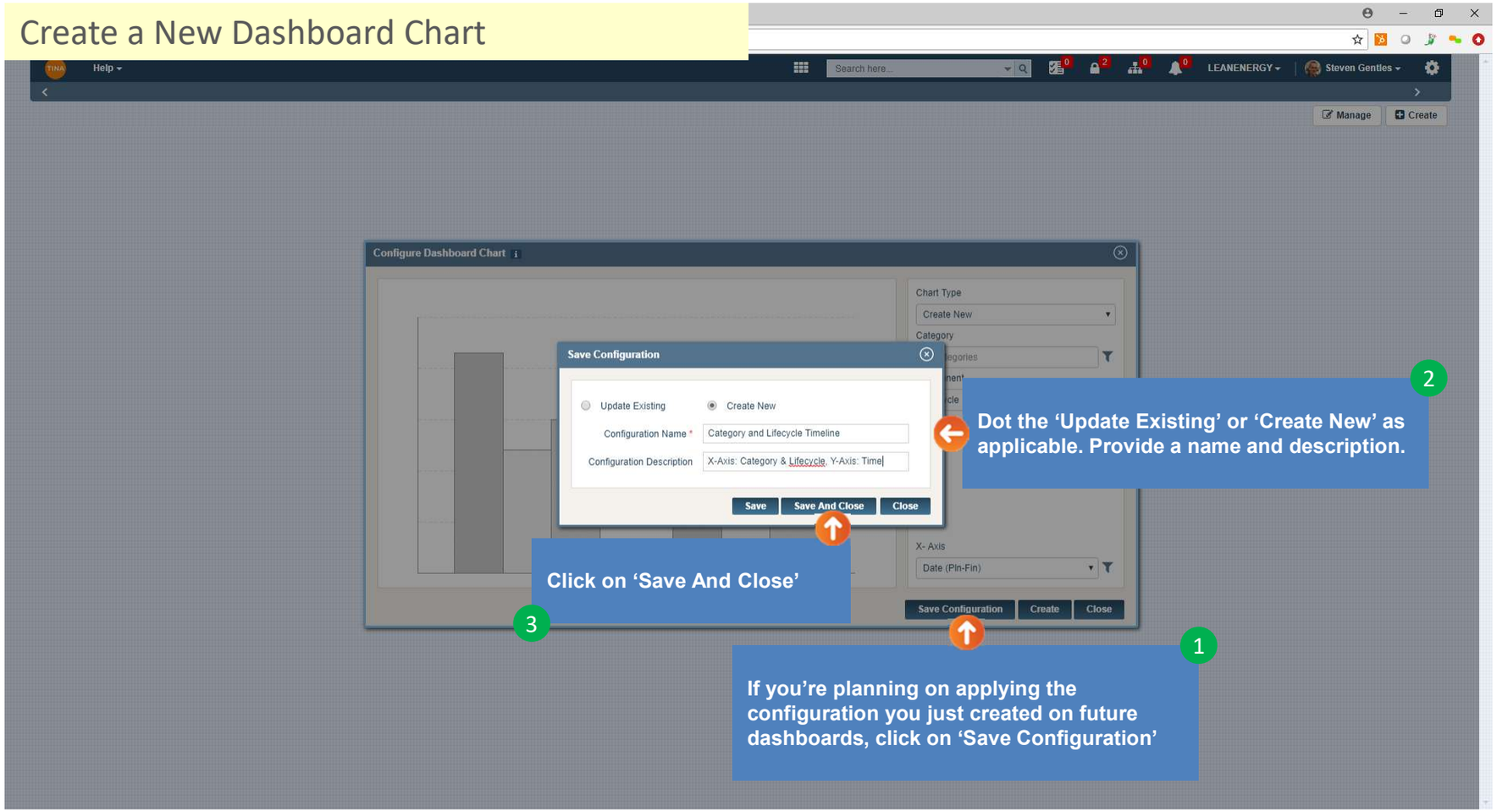

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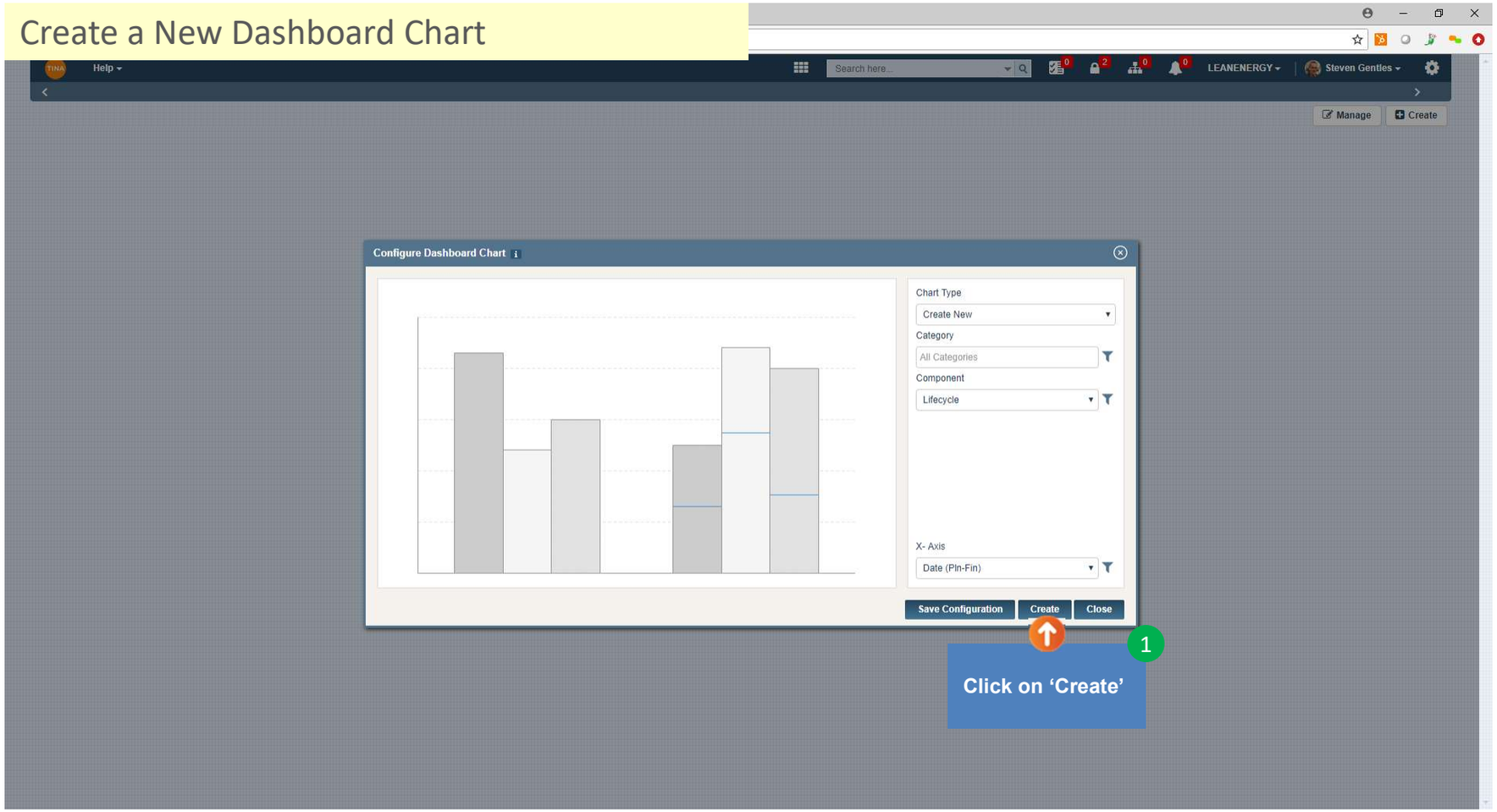
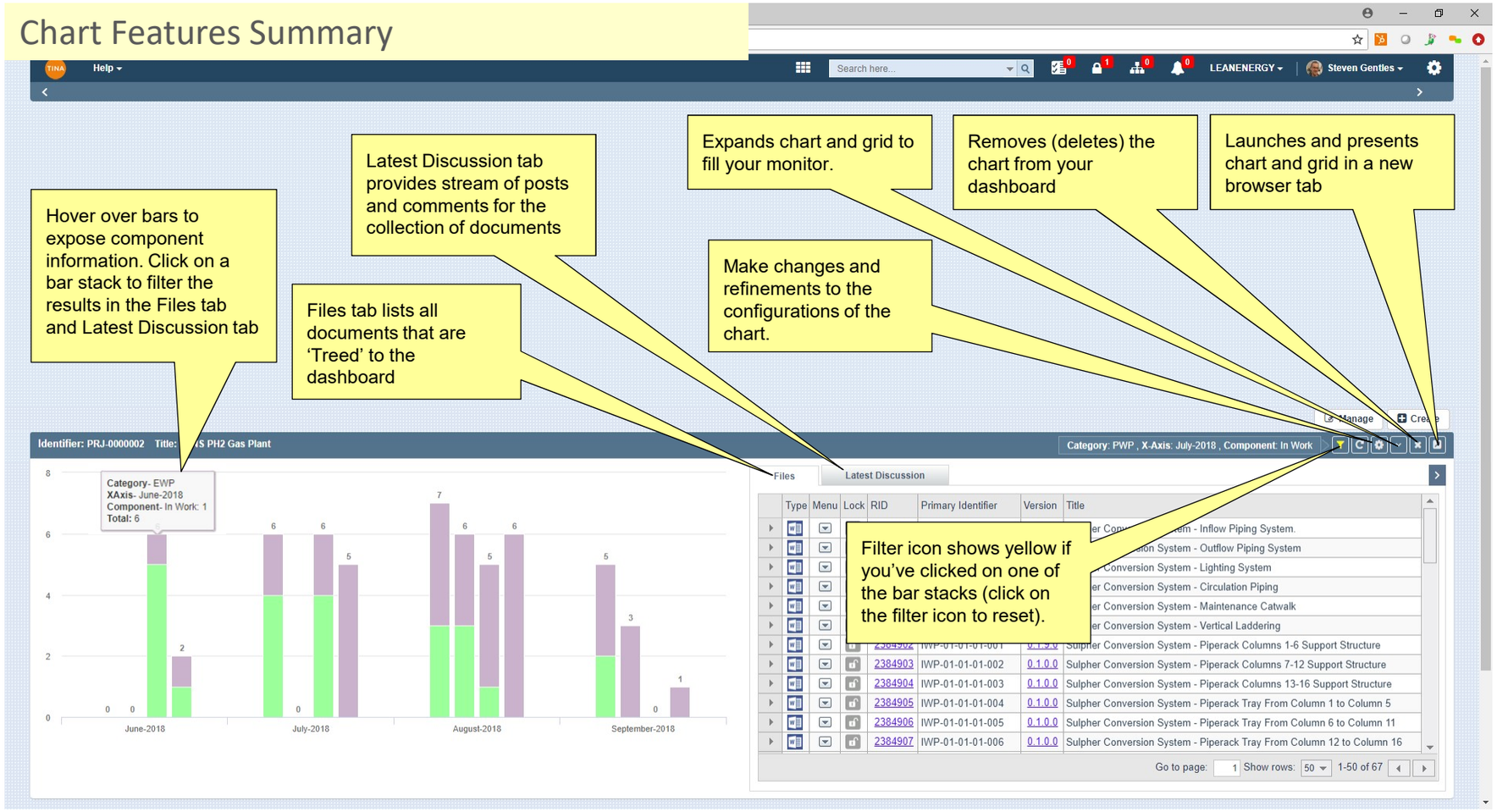
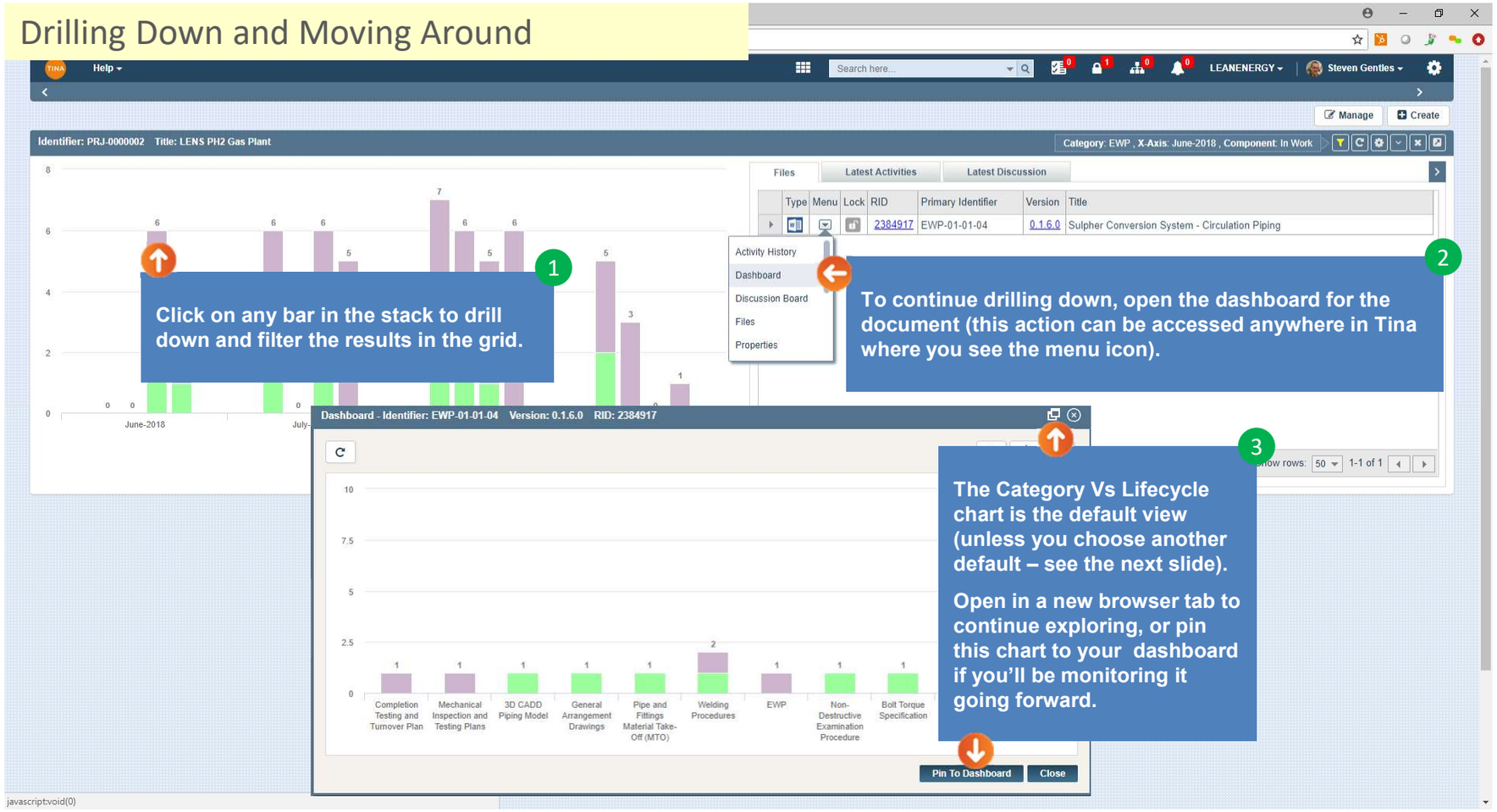
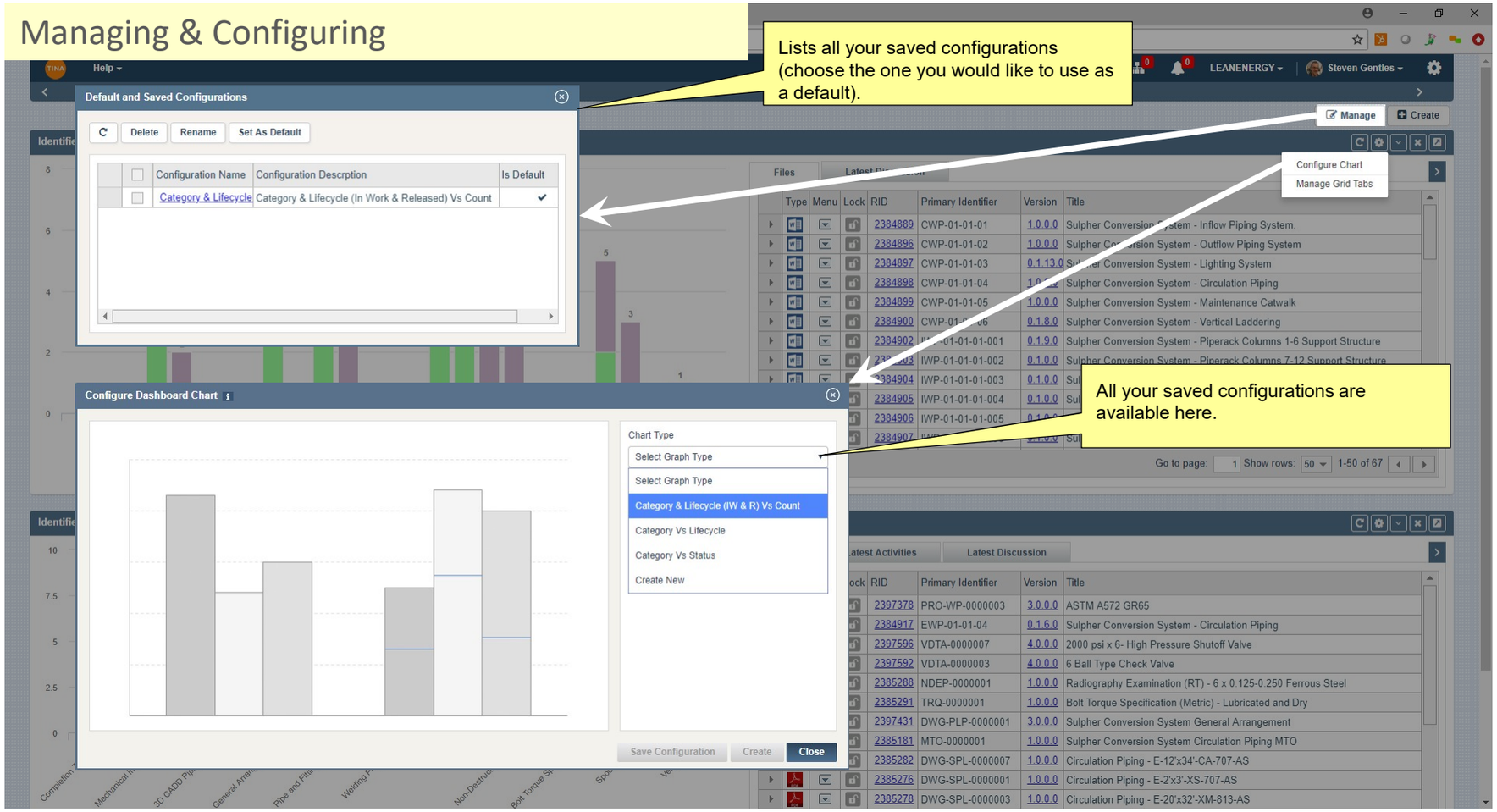


# Chart Features Summary



# Drilling Down and Moving Around



# Managing & Configuring