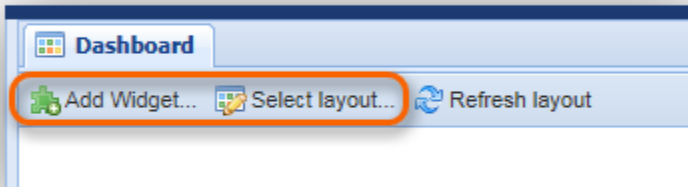


# Customise your portal dashboard

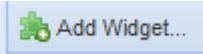
By default the Portal application includes a dashboard displayed within the content area. The dashboard will always be the first content tab in your Portal and it can be customised to reflect your preferences.

To personalise your dashboard a selection of widgets is available to you. In addition you are also able to choose between various layouts in order to arrange your selected widgets in a manner to reflect your priorities.

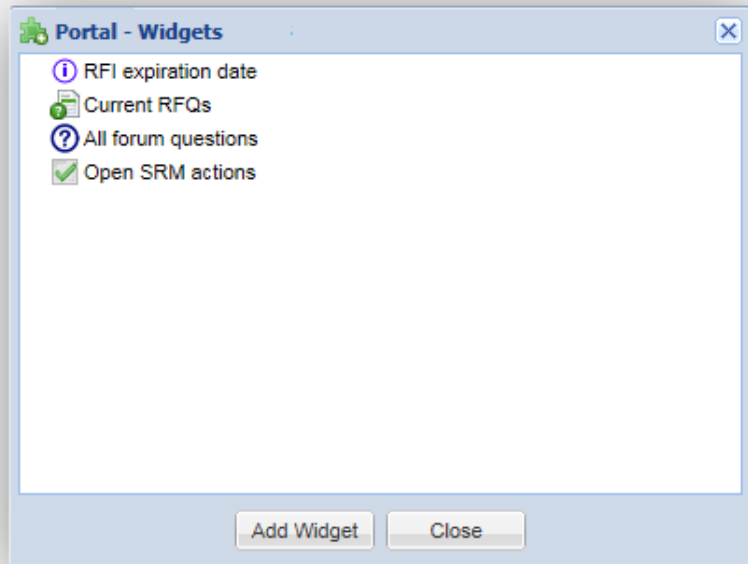
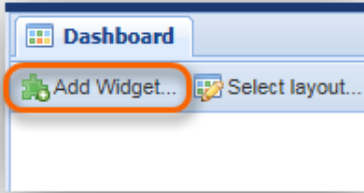



## How to adjust your widgets:

By adding widgets you can modify, adjust and personalise your dashboard settings which will allow you to be presented with exactly the information you first need to access when entering the application.

In order to add widgets, e.g. a widget for your open forum questions or your SRM actions, click the  button within your dashboard action bar. A pop-up window will open which offers a variety of different widgets for you to choose from.

Select the widget you would like to add to your dashboard and confirm by clicking the "Add Widget" button, compare with the following image.

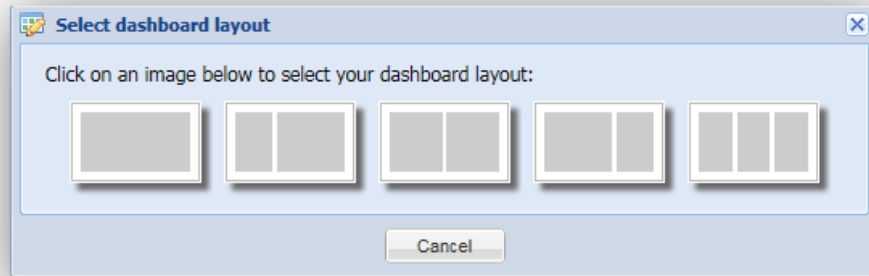
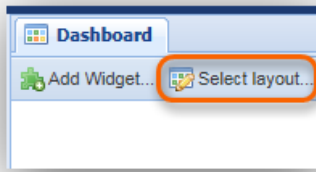


Each selected and added widget will initially appear following the previously chosen widget. Once you have completed your widget selection click "Close" or  and you can review the array of widgets on your personal dashboard.

Widgets can just as easily be removed by clicking the X-button in the right upper corner of the widget.

## How to adjust your layout:

The application allows you to define the way your selected widgets will be arranged and positioned on the dashboard. By clicking the "Edit Layout" action which is located on the left hand side of your dashboard action bar (outlined in orange on the following image) you will open a window that offers five different layout styles.



After having selected the widgets you would like to display on your dashboard as well as your preferred dashboard layout you can arrange the widgets by using "drag & drop" as indicated in the following image.

