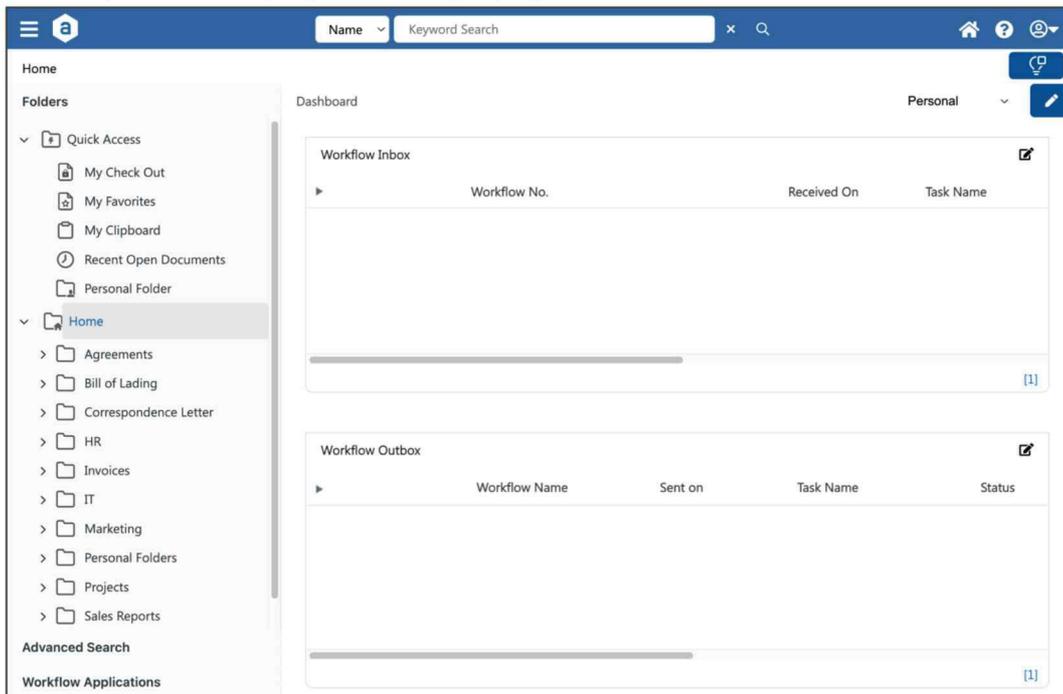


C. Dashboard

I. Dashboard mode and web part introduction

The Antelope dashboard simplifies the retrieval of necessary information and provides a comprehensive overview of all your processes.

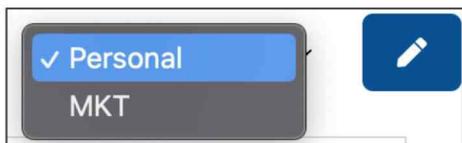
1. If you are the first-time login into the system, you will see two webparts displayed in the dashboard: Workflow Inbox and Workflow Outbox. This is the “Normal” mode, in which all web parts are displayed in a single page.



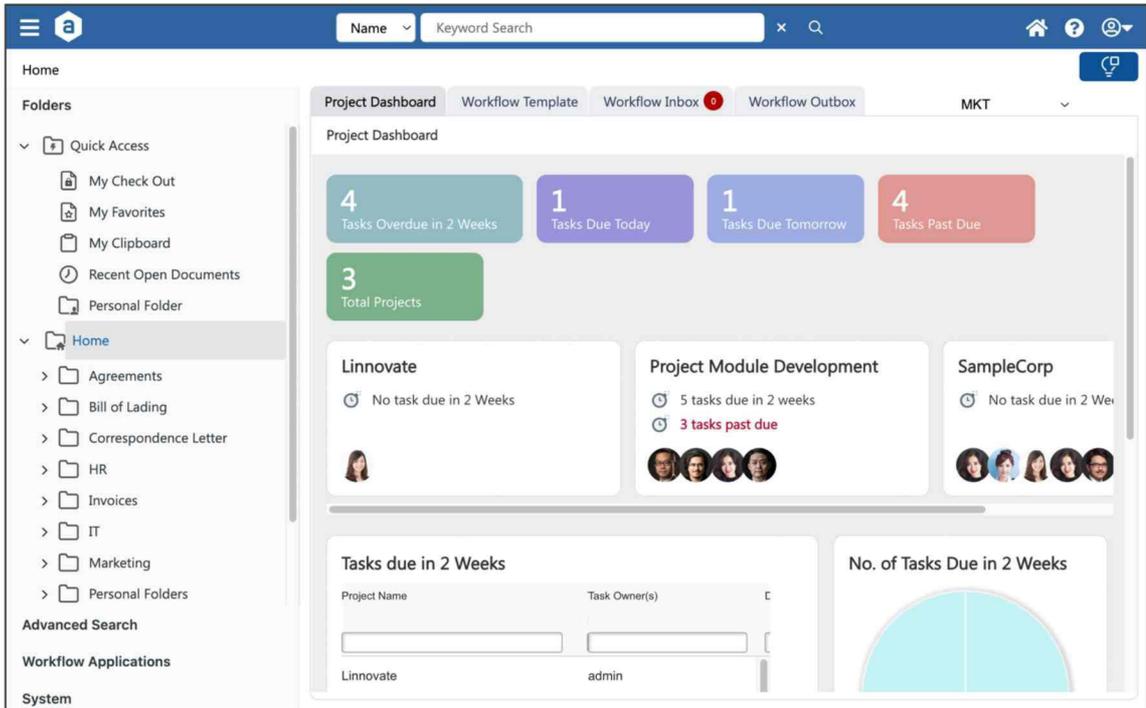
2. At the top right-handed corner, there is a “Personal” pull-down list which allows you to select different dashboards.



3. The pull-down list includes what user group(s) you belongs to. In this example, you also belongs to Marketing (MKT) user group, which has its own dashboard.



- 4. Select the Marketing option (or user group which your account belongs to). This will display another dashboard. Different dashboard may have different setting and configuration, please consult your system or departmental administrator.



- 5. Depends on your access permission, if you do not have rights to modify your user group dashboard, you won't be able to see the blue edit button on the right-hand side, as below:-



No access permission



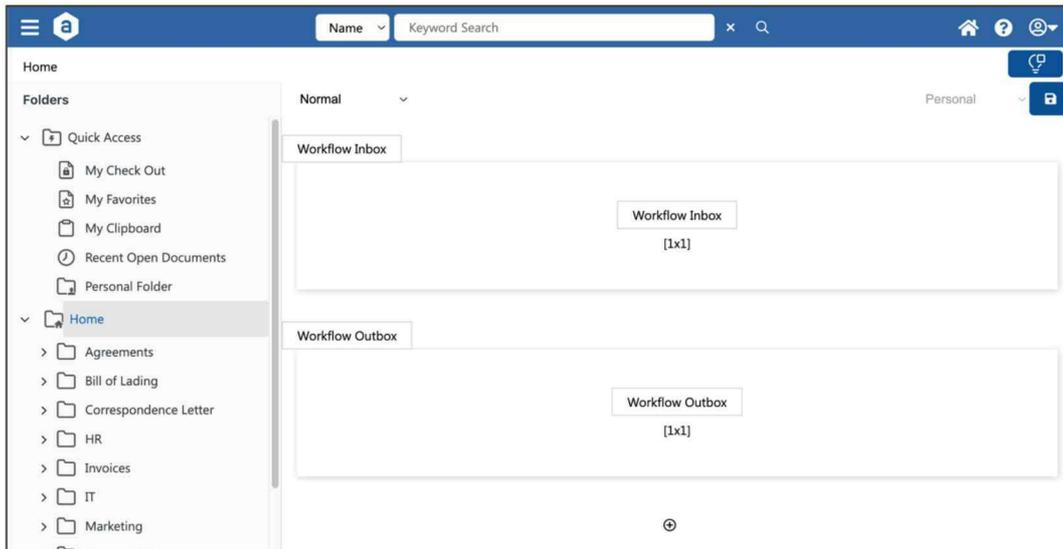
Access permission granted

II. Edit the dashboard

1. To edit your current dashboard, click the top right-handed side blue button.



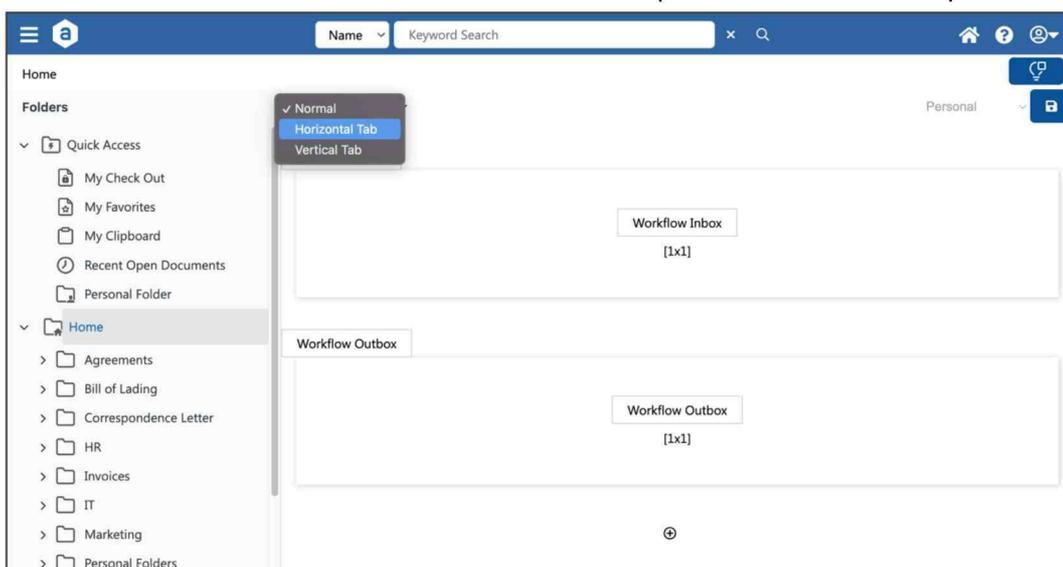
2. Your dashboard will change into edit mode.



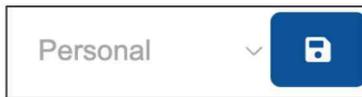
3. The blue pencil button will change into save button.



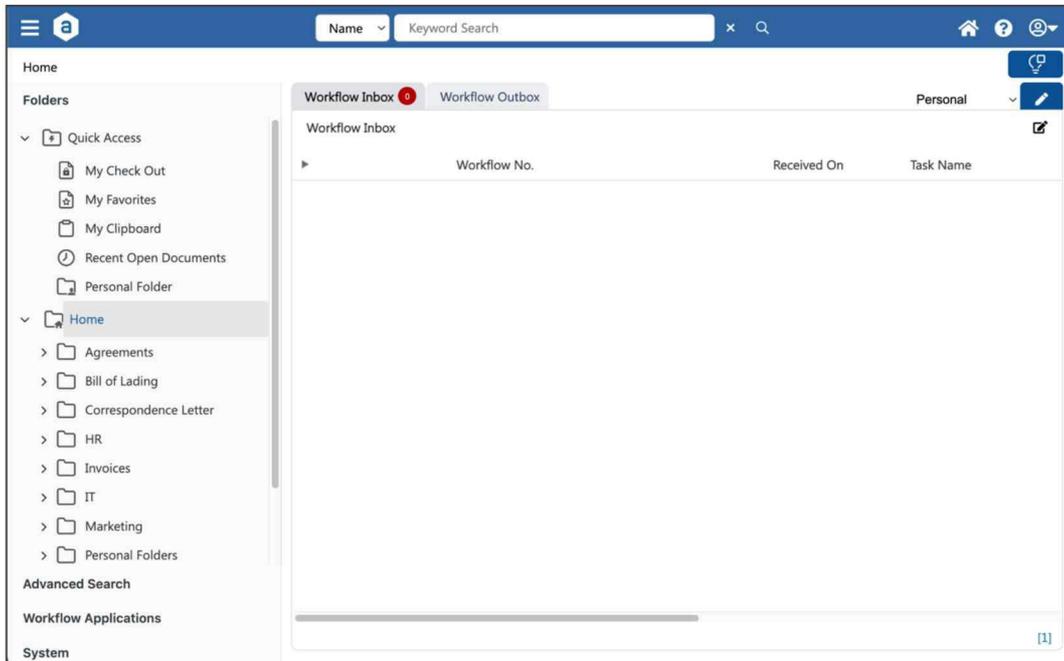
4. There are three dashboard modes for you to select: Normal, Horizontal Tab and Vertical Tab. Select "Horizontal Tab" from the top left-handed corner pull-down list.



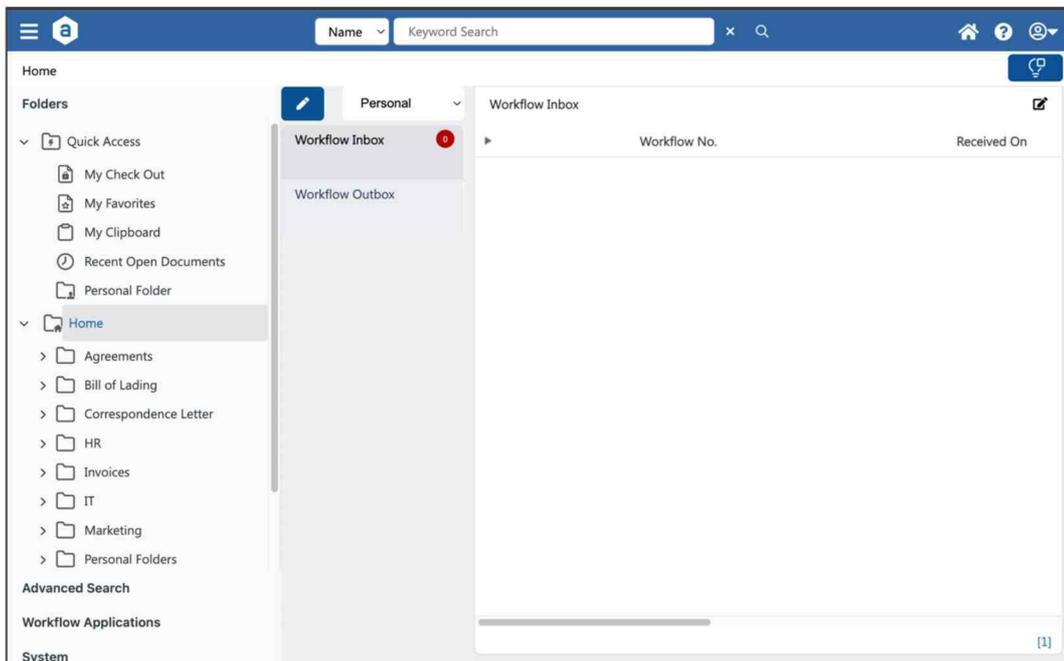
5. Click the blue save button to commit changes.



6. The dashboard will change into horizontal tab mode.

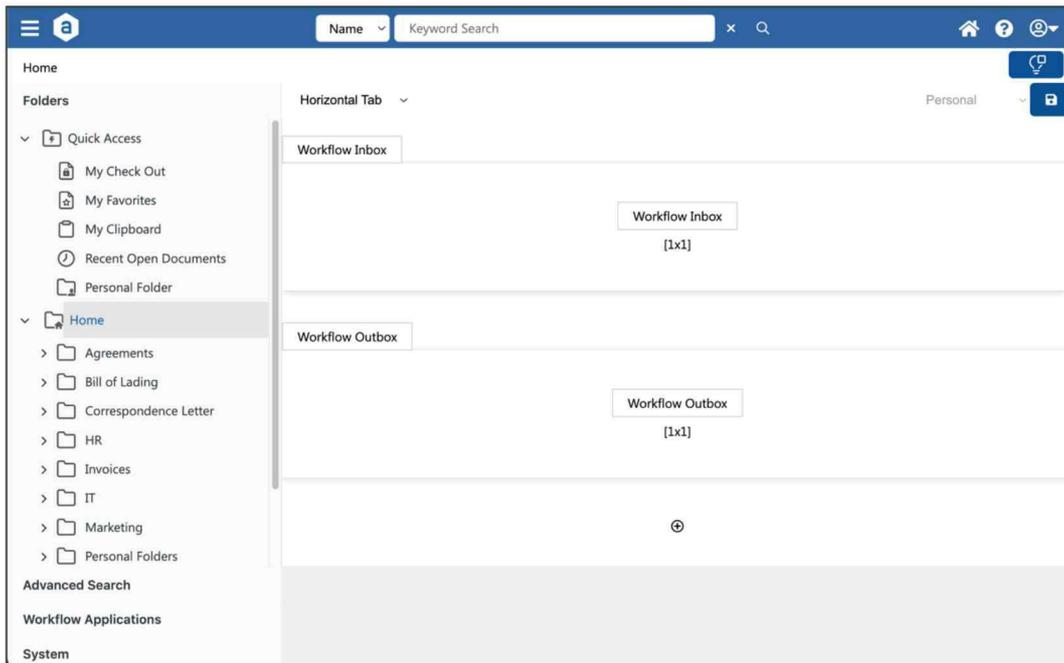


7. For vertical tab mode, all web part tabs will align to the left-handed side of the screen.

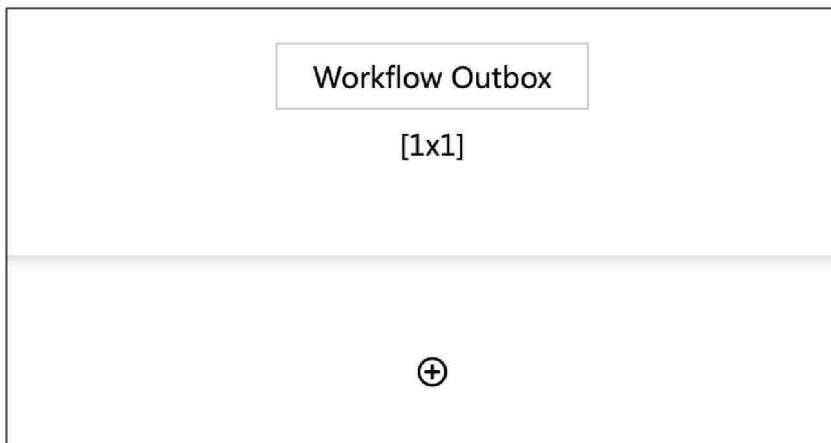


III. Add a new web part

1. Change the dashboard into edit-mode.

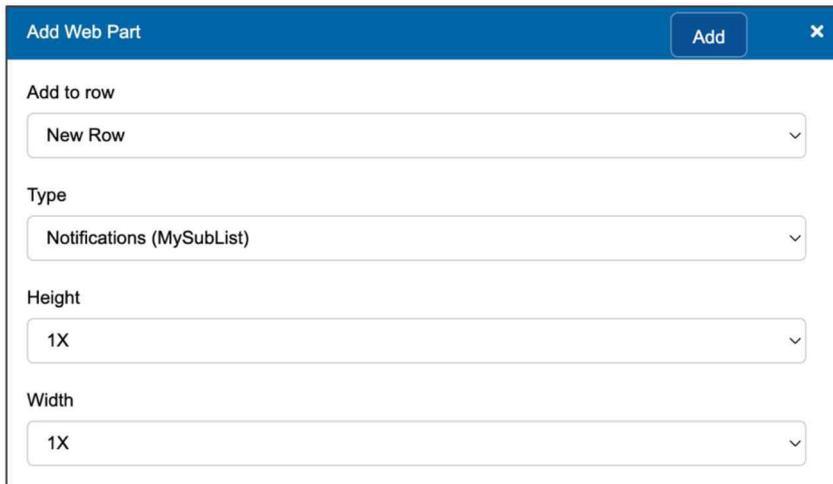


2. Click the rounded add button from the bottom.



3. The “Add Web Part” window will appear.

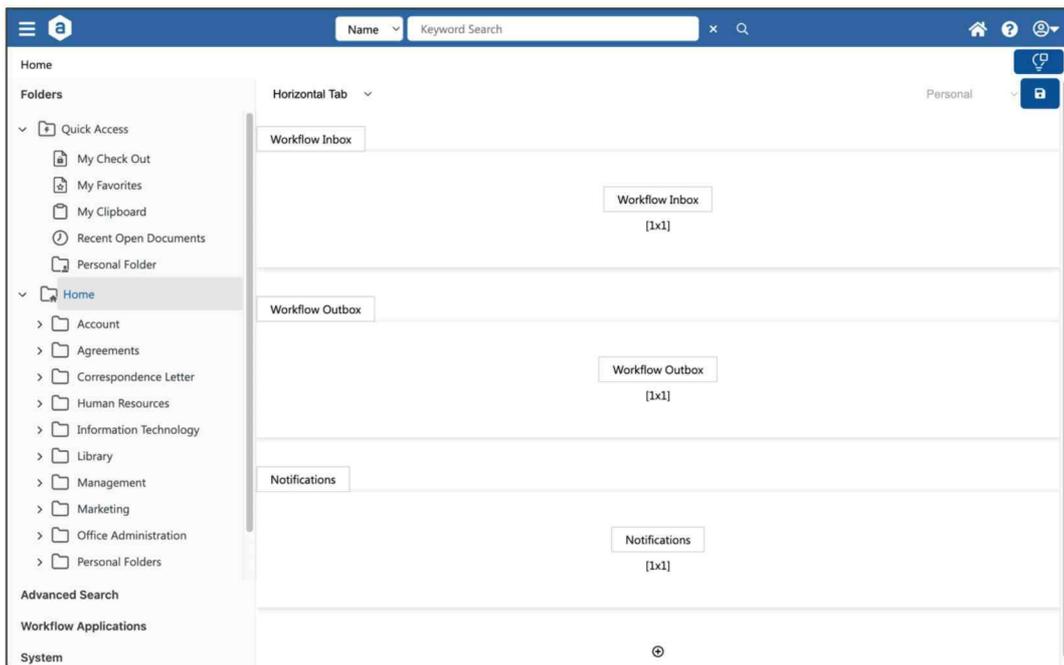
4. Use the following setting:



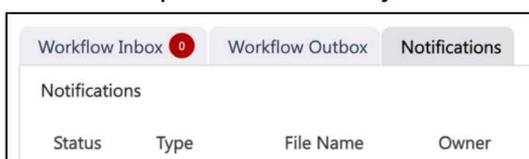
5. Click “Add” button to commit changes.

6. The “Add Web Part” window will be closed.

7. The dashboard is still in edit-mode, click the blue save button from the top right-handed corner to commit changes.

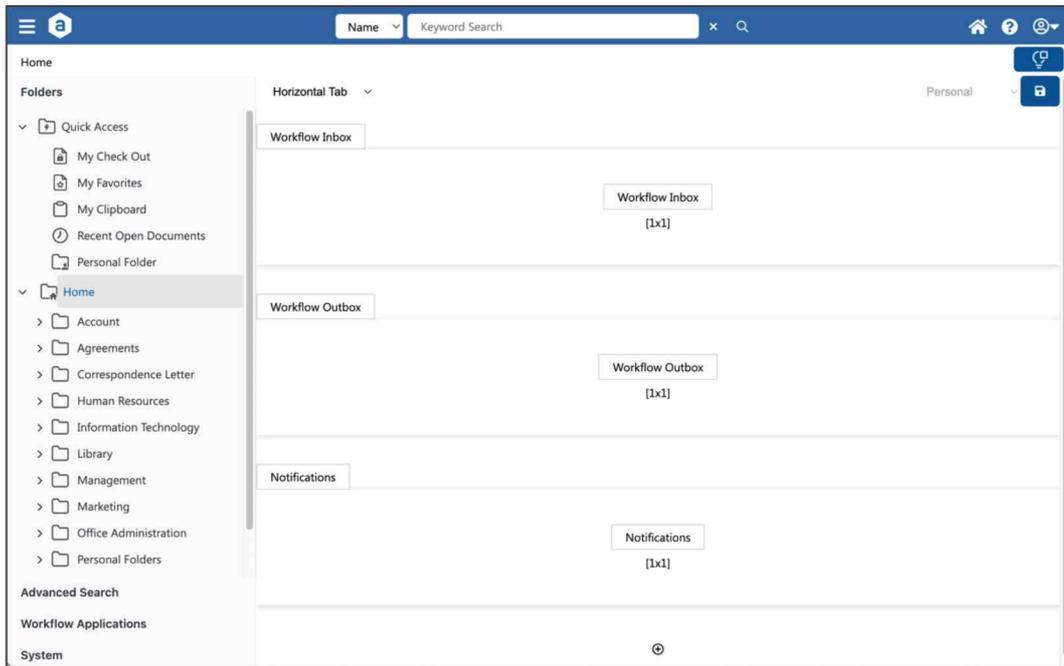


8. A new web part is added to your dashboard.



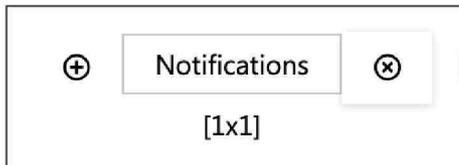
IV. Delete an existing web part

1. Change the dashboard into edit-mode.

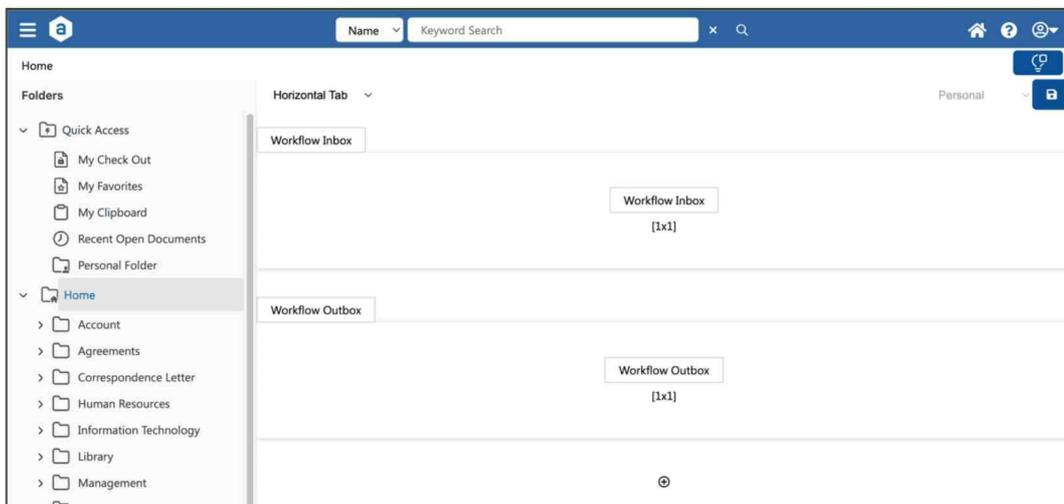


2. Move the mouse cursor to Notifications webpart.

3. Click the rounded cross icon.

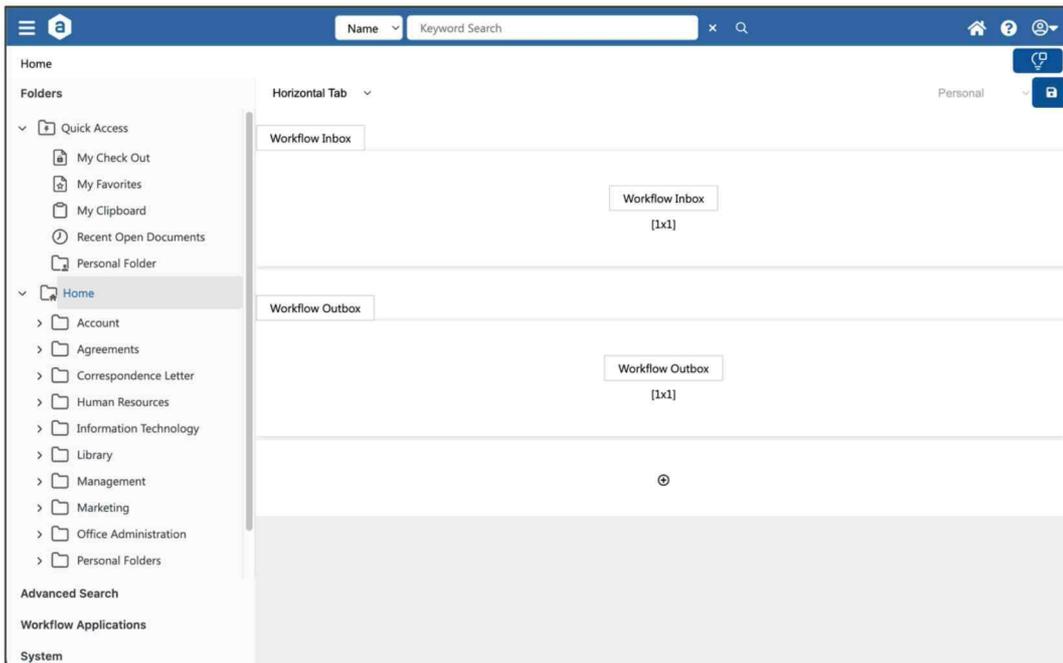


4. The web part is deleted.



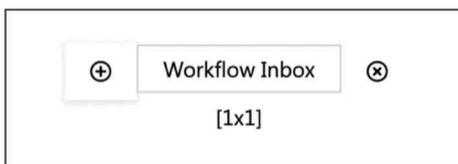
V. Add a new web part to existing row

1. Change the dashboard into edit-mode.

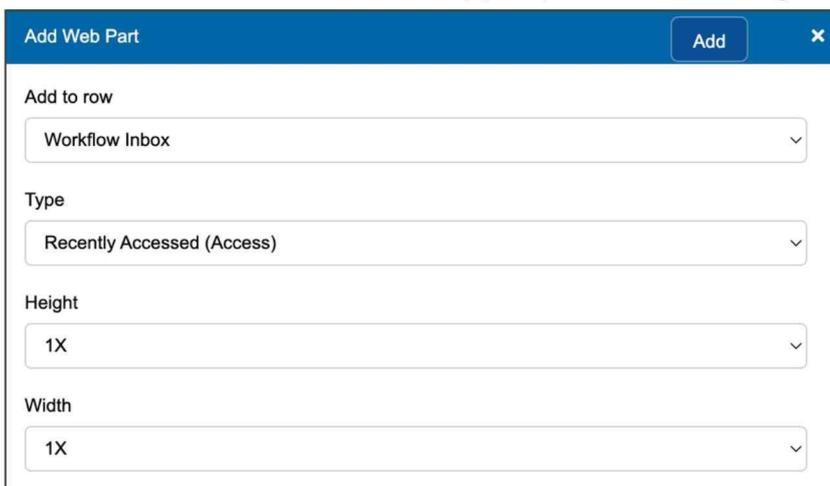


2. Move the mouse cursor to Workflow Inbox webpart.

3. Click the rounded add icon.

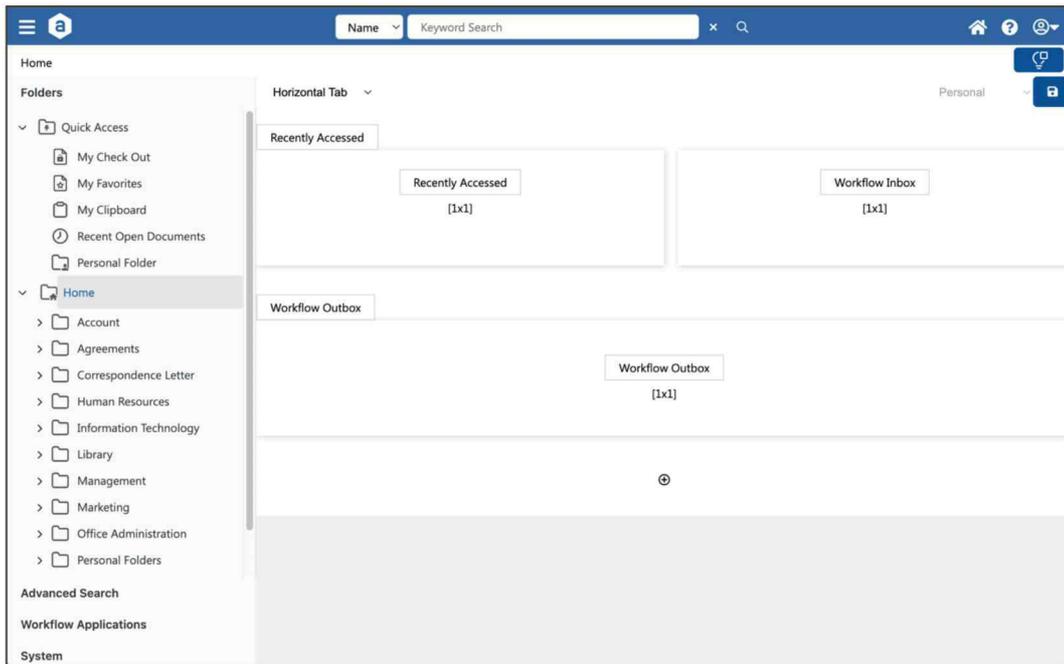


4. The “Add Web Part” window will appear, use the following setting:

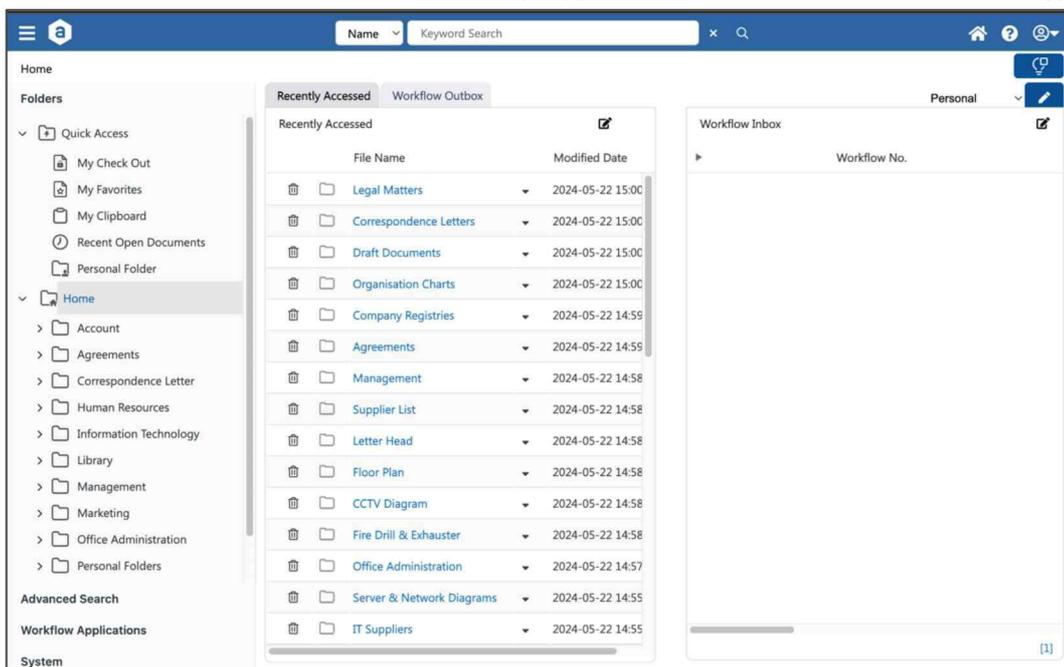


5. Click the “Add” button to commit changes.

6. The “Recent Accessed” web part is added in front of Workflow Inbox web part.

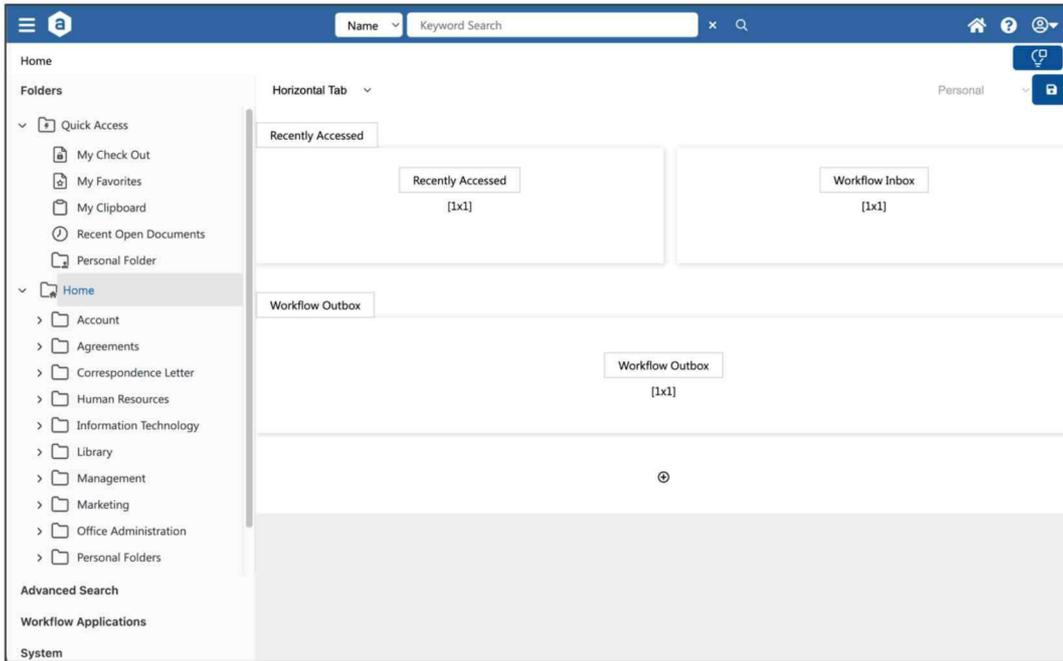


7. Click the blue save button from the top right-handed corner to commit changes.

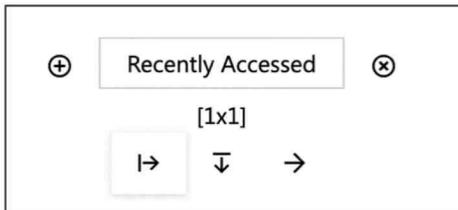


VI. Enlarge an existing web part

1. Change the dashboard into edit-mode.



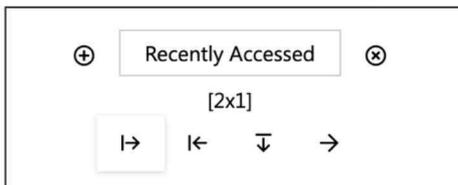
2. To enlarge the width of an existing web part, click the first arrow icon.



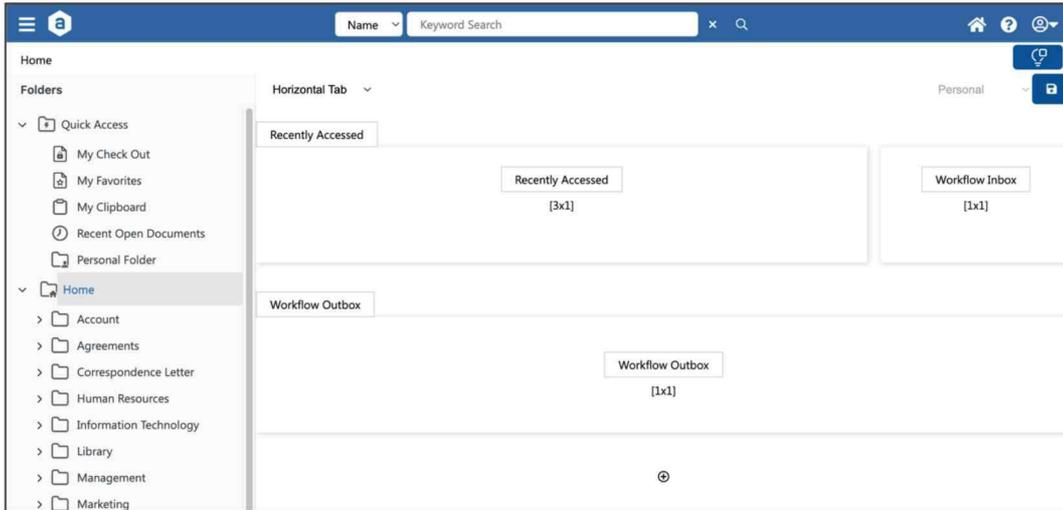
3. The web part width is enlarged with a ratio of [2 x 1].



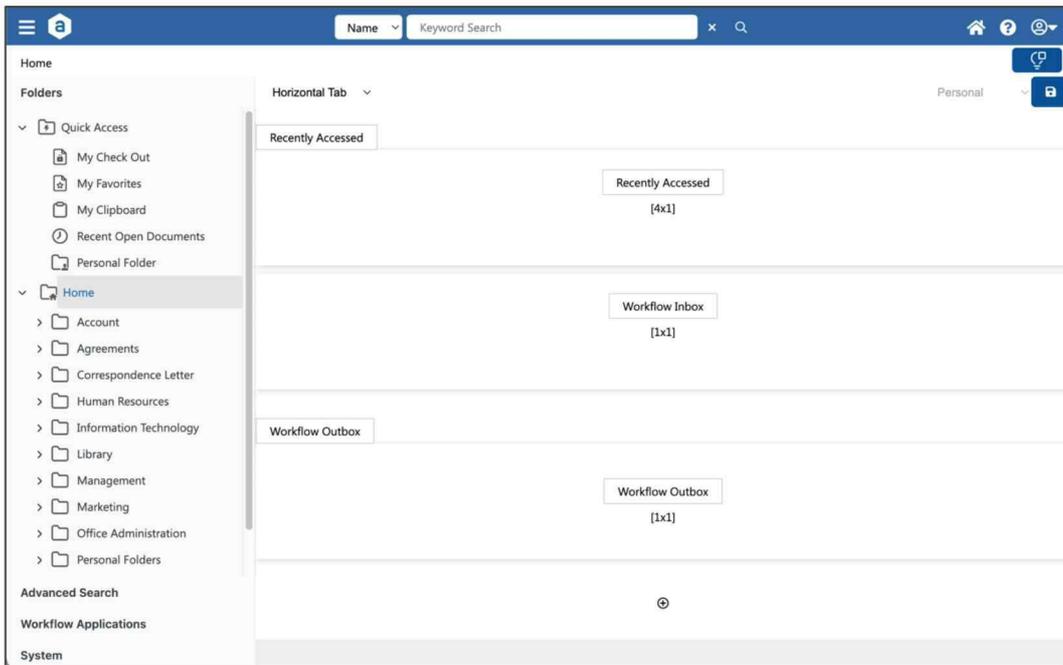
4. Click the first arrow icon again to enlarge further with a ratio of [3 x 1].



- When the width of the web part reaches a ratio of [4 x 1], the remaining web part will move to the next row.



Recently Accessed at [3 x 1] ratio

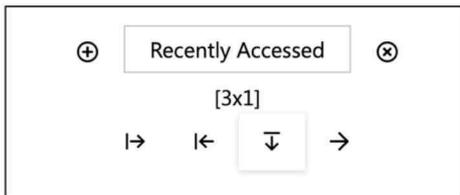


Recently Accessed at [4 x 1] ratio

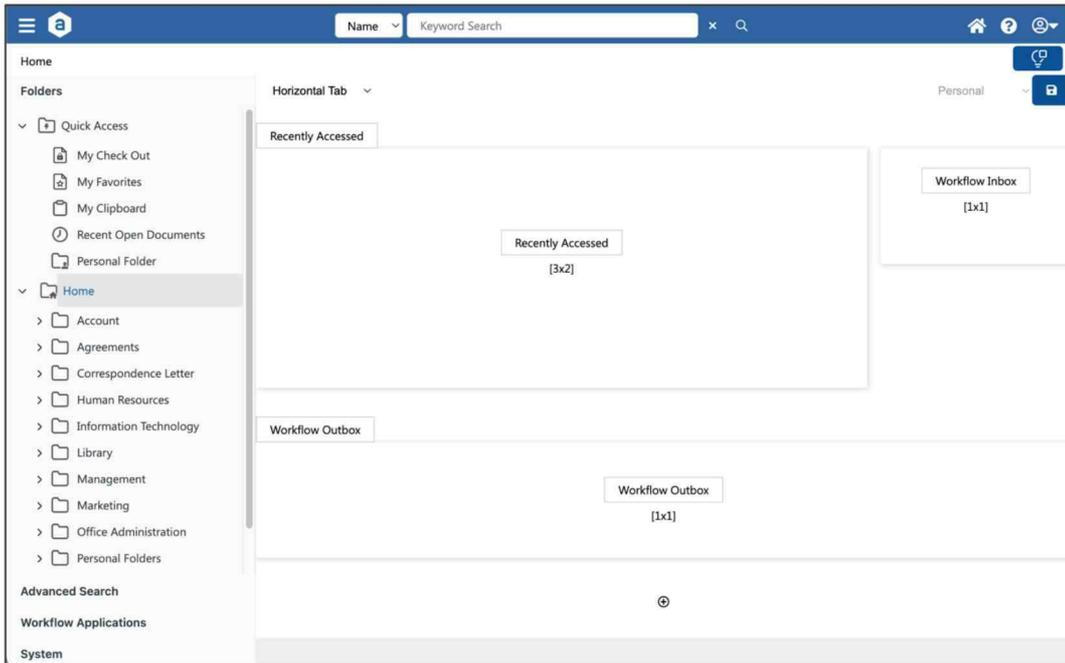
- To shrink the ratio, click the left arrow icon.



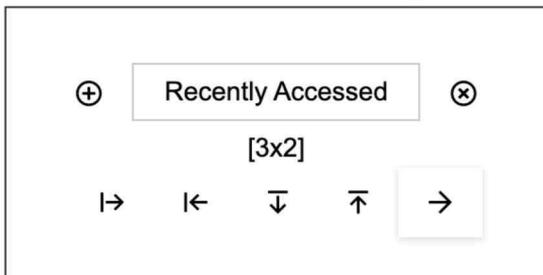
7. Similarly, to enlarge the height of the web part, click the down arrow.



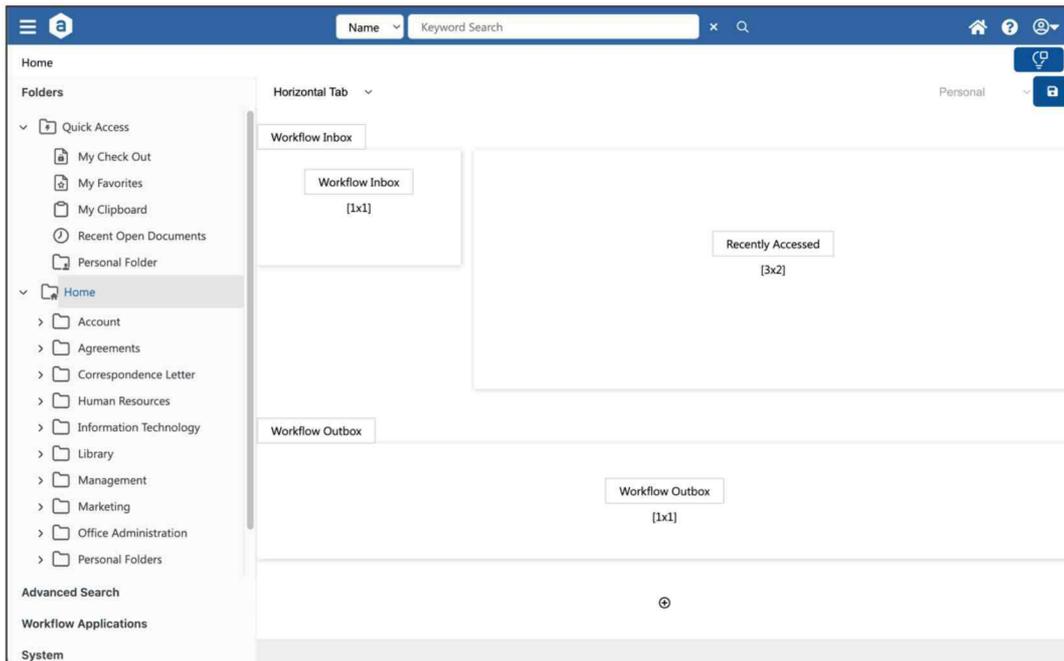
8. The web part height is enlarged.



9. To move the web part to the right, click the right arrow on the most right.

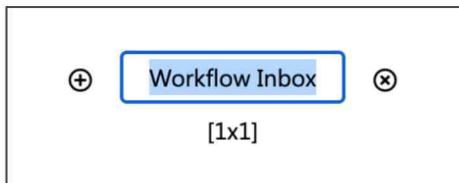


10. This will interchange the position between two web parts.

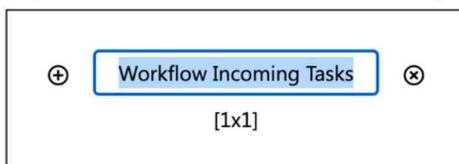


VII. Rename a web part

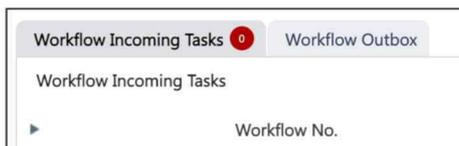
1. To rename a web part, click the web part name.



2. Input the new name of the web part.

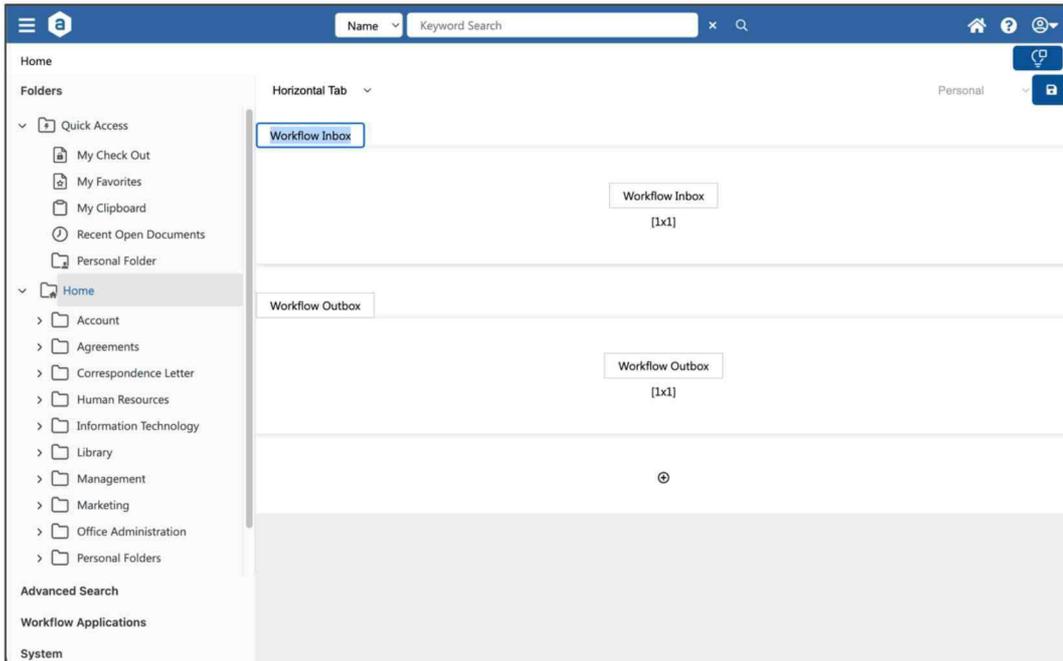


3. Click the blue save button from the top right-handed corner to commit changes.



VIII. Rename a tab

1. To rename a tab, click the tab name.



2. Input the new name of the tab.



3. Click the blue save button from the top right-hand corner to commit changes.

