# 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.

≡ ⊜	Name ~ Keywo	rd Search	х Q	ļ	*	8	@-
Home							Ŷ
Folders	Dashboard				Personal	~	1
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> <li>Personal Folder</li> <li>Agreements</li> <li>Bill of Lading</li> <li>Correspondence Letter</li> <li>HR</li> <li>Invoices</li> <li>IT</li> </ul>	Workflow Inbox	Workflow No.	Sent on	Received On	Task Name	G atus	8 [1] 8
Marketing  Personal Folders  Projects  Sales Reports  Advanced Search  Workflow Applications						1	[1]

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.

≡ ⓐ	Name V Keyword Search	×Q	<b>☆ 3</b> ®•
Home			Ţ
Folders	Project Dashboard Workflow Template Work	kflow Inbox 🧿 Workflow Outbox	MKT ~
✓ ℱ Quick Access	Project Dashboard		
My Check Out My Favorites My Clipboard Recent Open Documents Description	4 Tasks Overdue in 2 Weeks 3 Total Prniects	day <b>1</b> Tasks Due Tomorrow Tasks	Past Due
Home			
> 🗋 Agreements	Linnovate	Project Module Development	SampleCorp
Bill of Lading     Correspondence Letter	O No task due in 2 Weeks	<ul> <li>5 tasks due in 2 weeks</li> <li>3 tasks past due</li> </ul>	S No task due in 2 We
>  HR >  Invoices	A		00100
» 🗀 п			
> 🗋 Marketing	Tasks due in 2 Weeks	No. of Tas	ks Due in 2 Weeks
> D Personal Folders	Project Name Task Own	ner(s) E	
Advanced Search			
Workflow Applications	Linnovate admin		
System			

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

МКТ	~	MKT	~	1
No access permissio	NP .	Access permission	granted	

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.

≡ 🧿	Name V Keyword Search × Q 🛠 🖓 🛞 🗸
Home	Ç <u>P</u>
Folders	Normal v Personal v 🖬
V F Quick Access	Workflow Inbox
My Check Out     My Favorites     My Clipboard     Recent Open Documents	Workflow Inbox [1x1]
<ul> <li>☐ Personal Folder</li> <li>✓ ☐ Home</li> </ul>	Workflow Outbox
Agreements     Bill of Lading	Workflow Outbox
Correspondence Letter     HR	[1x1]
> [] Invoices > [] Π	
> D Marketing	۲

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.

≡ (3)	Name 🗸 Keyword Search	×Q	A 3 🛛
Home			Ŷ
Folders	✓ Normal		Personal
✓ ➡ Quick Access	Horizontal Tab Vertical Tab		
My Check Out			
My Favorites		and from taking	
My Clipboard		Workflow Inbox	
② Recent Open Documents		[1×1]	
Personal Folder	L		
✓ → Home	Workflow Outbox		
> C Agreements	WORNOW COLDOX		
> D Bill of Lading			
> Correspondence Letter		Workflow Outbox	
> 🗀 HR		[1×1]	
> 🗋 Invoices			
> 🗀 п			
> 🗋 Marketing		$\odot$	
> D Personal Folders			

5. Click the blue save button to commit changes.



6. The dashboard will change into horizontal tab mode.

≡ 🗿	Name - Keywo	ord Search	×Q	*	? ® <del>-</del>
Home					Ŷ
Folders	Workflow Inbox 0	Workflow Outbox		Personal	~ 🖉
✓ IF Quick Access	Workflow Inbox				ß
My Check Out	۲.	Workflow No.	Received On	Task Name	
A My Favorites					
My Clipboard					
② Recent Open Documents					
Personal Folder					
✓ → Home					
> C Agreements					
> D Bill of Lading					
> Correspondence Letter					
> 🗋 HR					
> 🗋 Invoices					
> 🗅 п					
> 🗋 Marketing					
> D Personal Folders					
Advanced Search					
Workflow Applications	-				
System					[1]

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

≡ ⓐ	Name - Keyword Se	arch	×Q	☆ 3	@-
Home					Ŷ
Folders	Personal ~	Workflow Inbox			ľ
✓ I Quick Access	Workflow Inbox 0	► Workflow N	0.	Received	Dn
My Check Out					
My Favorites	Workflow Outbox				
My Clipboard					
Ø Recent Open Documents					
Personal Folder					
✓ ☐ Home					
> 🗋 Agreements					
> D Bill of Lading					
> 🗋 Correspondence Letter					
> 🗋 HR					
> 🗋 Invoices					
> 🗀 п					
> 🗋 Marketing					
> D Personal Folders					
Advanced Search					
Workflow Applications			þ.		[1]
System					[1]

# III. Add a new web part

1. Change the dashboard into edit-mode.

≡ ⓐ	Name 🗸 Keyword Search 🗙 Q 🔗	· ? ©-
Home		Ŷ
Folders	Horizontal Tab 🗸 Personal	~ 🕞
Vick Access     My Check Out	Workflow Inbox	
My Favorites     My Clipboard     Recent Open Documents     Personal Folder	Workflow Inbox [1x1]	
✓ → Home Agreements	Workflow Outbox	
Bill of Lading  Correspondence Letter  HR  Invoices	Workflow Outbox [1x1]	
> □ IT  Marketing  Personal Folders	۲	
Advanced Search Workflow Applications System		

2. Click the rounded add button from the bottom.

Workflow Outbox [1x1]	
Ð	

3. The "Add Web Part" window will appear.

#### 4. Use the following setting:

Add Web Part	Add	×
Add to row		
New Row		~
Туре		
Notifications (MySubList)		~
Height		
1X		~
Width		
1X		~

- 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 righthanded corner to commit changes.

≡ ⓐ	Name Y Keyword Search	× Q	😤 😯 🙁
Home			(P
Folders	Horizontal Tab V		Personal - 🕞
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> </ul>	Workflow Inbox	Workflow Inbox	
Recent Open Documents     Personal Folder			
<ul> <li>La Home</li> <li>Account</li> <li>Agreements</li> <li>Correspondence Letter</li> <li>Human Resources</li> <li>Information Technology</li> </ul>	Workflow Outbox	Workflow Outbox [1x1]	
> 🗋 Library > 🗋 Management	Notifications		
Marketing     Office Administration     Personal Folders		Notifications [1x1]	
Advanced Search Workflow Applications		۵	

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

Workflow Ir	nbox 🧿	Workflow Outbox	Notifications
Notification	15		
Status	Туре	File Name	Owner

# IV. Delete an existing web part

1. Change the dashboard into edit-mode.

≡ ⓐ	Name Y Keyword Search	×Q	<b>* 0</b> ®•
Home			Ģ
Folders	Horizontal Tab 🛛 🗸		Personal V
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> </ul>	Workflow Inbox	Workflow Inbox. [1x1]	
	Workflow Outbox	Workflow Outbox [1×1]	
Library     Management	Notifications		
Marketing      Office Administration      Personal Folders  Advanced Search		Notifications [1×1]	
Workflow Applications System		۲	

- 2. Move the mouse cursor to Notifications webpart.
- 3. Click the rounded cross icon.



4. The web part is deleted.

≡ ⓐ	Name Y Keyword Search	× Q	A 3 🛛
Home			Ţ
Folders	Horizontal Tab ~		Personal 🗸 🕞
V 💽 Quick Access	Workflow Inbox		
a) My Check Out b) My Favorites b) My Flopoard c) Recent Open Documents b) Proceeding to the second		Workflow Inbox [1x1]	
<ul> <li>Home</li> </ul>	Workflow Outbox		
Agreements     Gorrespondence Letter     Human Resources     Information Technology		Workflow Outbox [1x1]	
Library     Management     Marketing		۲	

## V. Add a new web part to existing row

1. Change the dashboard into edit-mode.

≡ ⓐ	Name 👻 Keyword Search	×Q	<b>* 0</b> ® <del>-</del>
Home			(P
Folders	Horizontal Tab		Personal 🗸 🖬
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> </ul>	Workflow Inbox	Workflow Inbox	
<ul> <li>Recent Open Documents</li> <li>Personal Folder</li> </ul>		(ana)	
Home     Account	Workflow Outbox		
Agreements     Correspondence Letter		Workflow Outbox	
Human Resources     Information Technology		[1x1]	
		۲	
Office Administration     Personal Folders	1		
Advanced Search Workflow Applications			
System			

- 2. Move the mouse cursor to Workflow Inbox webpart.
- 3. Click the rounded add icon.

$\oplus$	Workflow Inbox	Ø
	[1x1]	

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

Add Web Part	Add	×
Add to row		
Workflow Inbox		~
Туре		
Recently Accessed (Access)		~
Height		
1X		~
Width		
1X		~

5. Click the "Add" button to commit changes.

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

≡ ⓐ	Name V Keyword Search X Q	* 6	) @ <del>-</del>
Home			Ŷ
Folders	Horizontal Tab V	Personal	~
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> <li>Personal Folder</li> </ul>	Recently Accessed Workflow Inbox [1x1] [1x1] [1x1]		
	Workflow Outbox [1x1]		
Cibrary     Management     Marketing	۲		
Office Administration     Personal Folders			
Advanced Search Workflow Applications System			

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

≡ ⓐ			Name V Keyword Search			× Q		*	8	
Home										Ç
Folders	Recent	tly Acc	essed Workflow Outbox					Personal	~	1
✓ ➡ Quick Access	Recen	tly Acc	essed		ľ	Workflow Inbox				ß
My Check Out			File Name		Modified Date	*	Workflow No.			
My Favorites	Û		Legal Matters	•	2024-05-22 15:00					
My Clipboard	Û		Correspondence Letters		2024-05-22 15:00					
Recent Open Documents	Û		Draft Documents	-	2024-05-22 15:00					
Personal Folder	Û		Organisation Charts		2024-05-22 15:00					
✓ → Home	Û		Company Registries		2024-05-22 14:59					
> 🗋 Account	ŵ		Agreements		2024-05-22 14:59					
Agreements     Gerrerpondence Letter	印		Management		2024-05-22 14:58					
> T Human Resources	ŵ	-	Supplier List		2024-05-22 14:58					
> 🗋 Information Technology	<u>م</u>	0	Letter Head		2024 05 22 14.50					
> 🗋 Library	~	0	Letter Head	•	2024-05-22 14:58					
> 🗋 Management			Floor Plan	•	2024-05-22 14:58					
> 🗋 Marketing			CCTV Diagram	•	2024-05-22 14:58					
> D Office Administration	Û		Fire Drill & Exhauster	٠	2024-05-22 14:58					
> D Personal Folders	Û		Office Administration	٠	2024-05-22 14:57					
Advanced Search	۵		Server & Network Diagrams	٠	2024-05-22 14:55					
Workflow Applications	Û		IT Suppliers	•	2024-05-22 14:55					
System	-					l				<u> </u>

# VI. Enlarge an existing web part

1. Change the dashboard into edit-mode.

≡ ⓐ	Name V Keyword Search	×Q	A 9 🛛
Home			Ŷ
Folders	Horizontal Tab 🗸		Personal 🗸 🕞
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> </ul>	Recently Accessed Recently Accessed [1x1]	v	Vorkflow Inbox [1x1]
Personal Folder  Home  Account	Workflow Outbox		
Agreements  Correspondence Letter  Human Resources  Information Technology		Workflow Outbox [1x1]	
Library     Management     Marketing		۲	
Office Administration     Office Administration     Personal Folders  Advanced Search  Workflow Applications			
System			

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  $[2 \times 1]$ .

Recently Accessed		
	Recently Accessed	Workflow Inbox
	[2x1]	[1x1]

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



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

≡ ⓐ	Name V Keyword Search X Q	<b>☆ ?</b> ® <del>-</del>
Home		Ŷ
Folders	Horizontal Tab 🗸 🗸	Personal ~
∽ 🗿 Quick Access	Recently Accessed	
👜 My Check Out 화 My Favorites	Recently Accessed	Workflow Inbox
My Clipboard	[3x1]	[1x1]
Personal Folder		
✓ ☐ Home	Workflow Outbox	
	Workflow Outbox [1x1]	
Amontación rechitology      Library      Management      Marketing	۲	

Recently Accessed at [3 x 1] ratio

≡ 🔒	Name V Keyword Search X Q	*	<b>?</b> ⊗ <del>-</del>
Home			Ŷ
Folders	Horizontal Tab 🛛 🗸	Personal	~ 🔒
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> <li>Personal Folder</li> </ul>	Recently Accessed [4x1]		
	Workflow Inbox [1x1]		
Human Resources      Information Technology      Library      Management      Marketing      Office Administration      Personal Folders	Workflow Outbox Workflow Outbox [1x1]		
Advanced Search Workflow Applications System	⊕		

Recently Accessed at [4 x 1] ratio

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

Ð	Recer	8		
		[4x1]		
	I←	$\overline{\mathbf{v}}$	$\rightarrow$	

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



8. The web part height is enlarged.

≡ (a)	Name V Keyword	Search	× Q	<b>* 9</b> ®•
Home				Ç
Folders	Horizontal Tab			Personal 🗸 🖬
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> <li>Personal Folder</li> </ul>	Recently Accessed	Recently Accessed [3x2]		Workflow Inbox [1x1]
> D Information Technology	Workflow Outbox			
		Workflow Outt [1x1]	хос	
Advanced Search Workflow Applications System		۲		

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.

Home       Personal       Image: Constraint of the co	≡ (3)	Name V Keyword Search	× Q	<b>≈ 0</b> ®•
Folders Horizontal Tab     Personal     Workflow Inbox     Ital     Workflow Inbox     Ital     Workflow Inbox     Ital     Personal Folder     Personal Folder     Ital     Personal Folder     Personal Folder     Personal Folders     Workflow Outbox     Workflow Outbox     Workflow Outbox     Personal Folders     Personal Folders  <	Home			Ŷ
Quick Access   My Check Out   My Spavrites   My Clipboard   Recent Open Documents   Personal Folder   Account   Agreements   Agreements   Correspondence Letter   Human Resources   Information Technology   Information Technology   Workflow Outbox   Workflow Outbox   Information Technology   Management   Marketing   Office Administration   Personal Folders	Folders	Horizontal Tab ~		Personal
Human Resources       Information Technology       Workflow Outbox       Ubrary       Management       Marketing       Office Administration       Personal Folders	<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> <li>Personal Folder</li> <li>Carl Personal Folder</li> <li>Account</li> <li>Agreements</li> <li>Correspondence Letter</li> </ul>	Workflow Inbox Workflow Inbox [1x1]	Recently Accessed [3x2]	
Image: Search     [1x1]       Advanced Search        •       •       •       •       •	Human Resources      Information Technology      Library      Management      Marketing	Workflow Outbox	Workflow Outbox	
Workflow Applications	Coffice Administration     Personal Folders Advanced Search Workflow Applications		أتحتا	

### 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.

≡ ⓐ	Name V Keyword Search	×Q	A 0 0-
Home			Ç
Folders	Horizontal Tab ~		Personal 🗸 🕞
<ul> <li>Quick Access</li> <li>My Check Out</li> <li>My Favorites</li> <li>My Clipboard</li> <li>Recent Open Documents</li> </ul>	Workflow Inbox	Workflow Inbox [1x1]	
	Workflow Outbox	Workflow Outbox [1x1]	
Library     Management     Marketing		۲	
Control Contr			

2. Input the new name of the tab.

Horizontal Tab 🛛 🗸	
My Process	
	Workflow Inbox
	[1x1]

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

