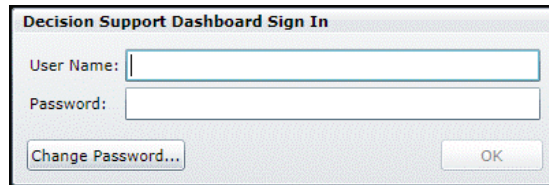# QUICK START: Community Development - Dashboard

Description

In this example, we'll log in to the DSS dashboard, create a new dashboard tab, and add and configure multiple gadgets on the new dashboard tab. The purpose of the example is to highlight some base features and customizable options of the dashboard product.

Walkthrough

Login

Browse to the Decision Support dashboard (typically located at http://<dssservername/ dssdashboard/dashboard.aspx) and sign in using your username and password.
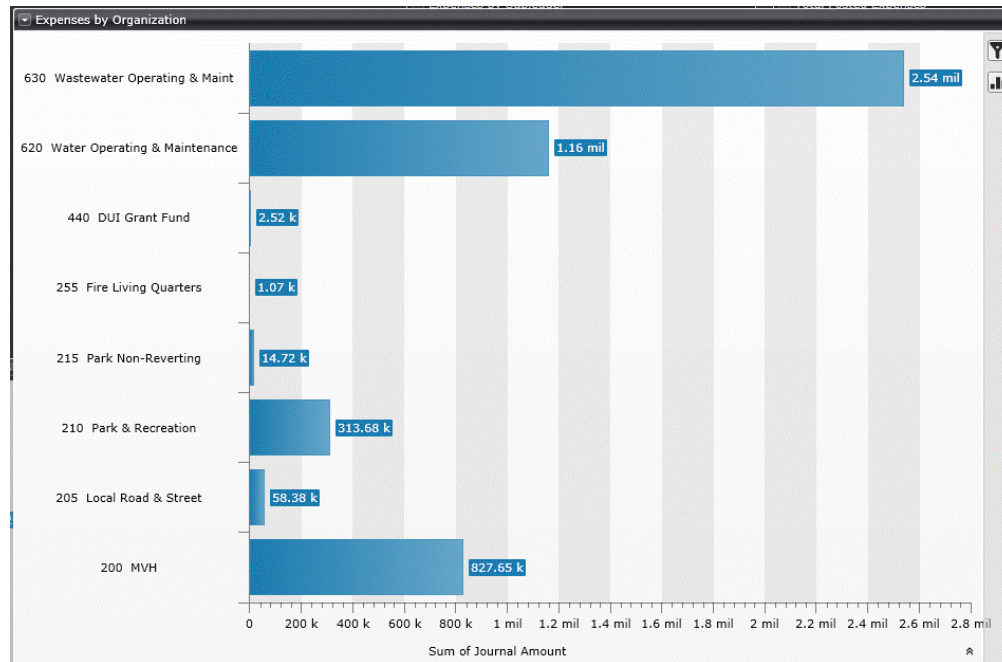

Home Page

After logging in, the Dashboard home page is displayed. This view is standard for all users and is used to convey standard metrics across an organization.
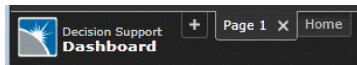
Each gadget can be maximized to examine the data in more detail by clicking the maximize button in the upper right corner. Clicking the box will return to the regular view.
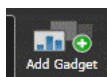

Create New Tab

Below the dashboard main screen, there are tabs for other dashboard views. Click the plus sign to add a new tab to the dashboard.
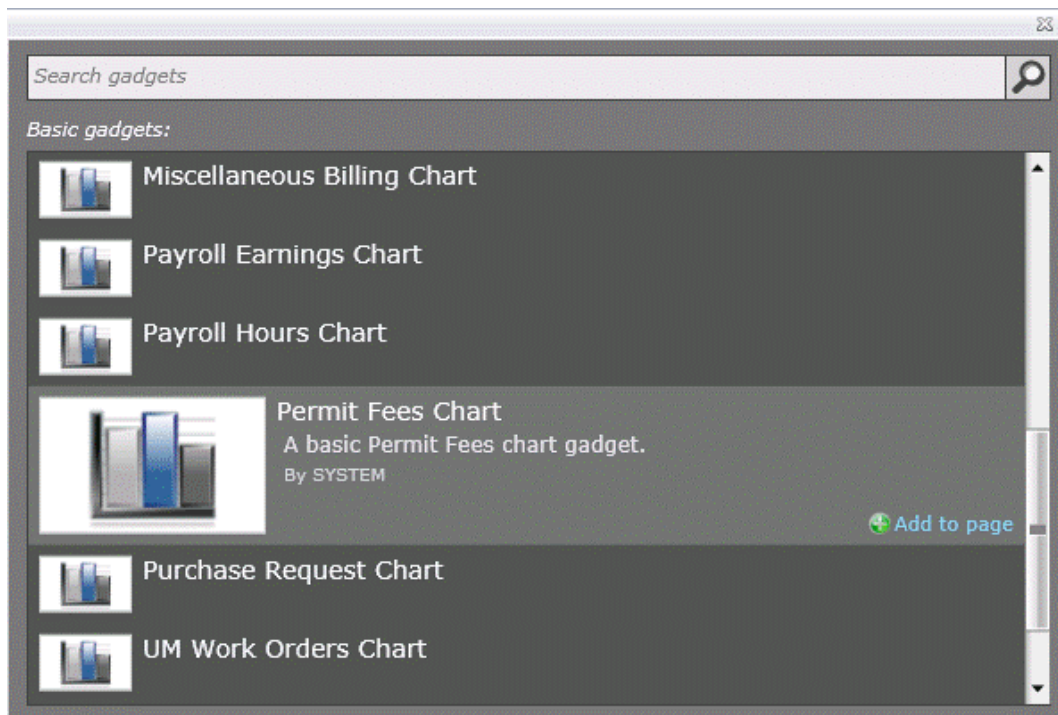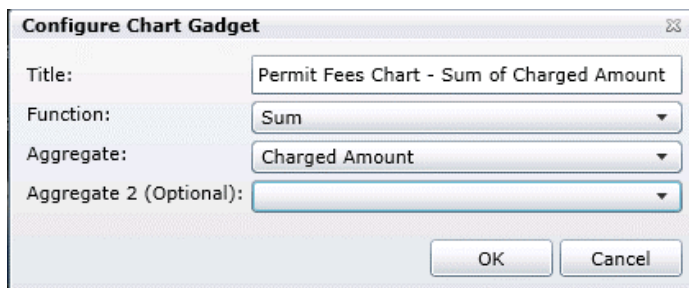

Add Gadgets

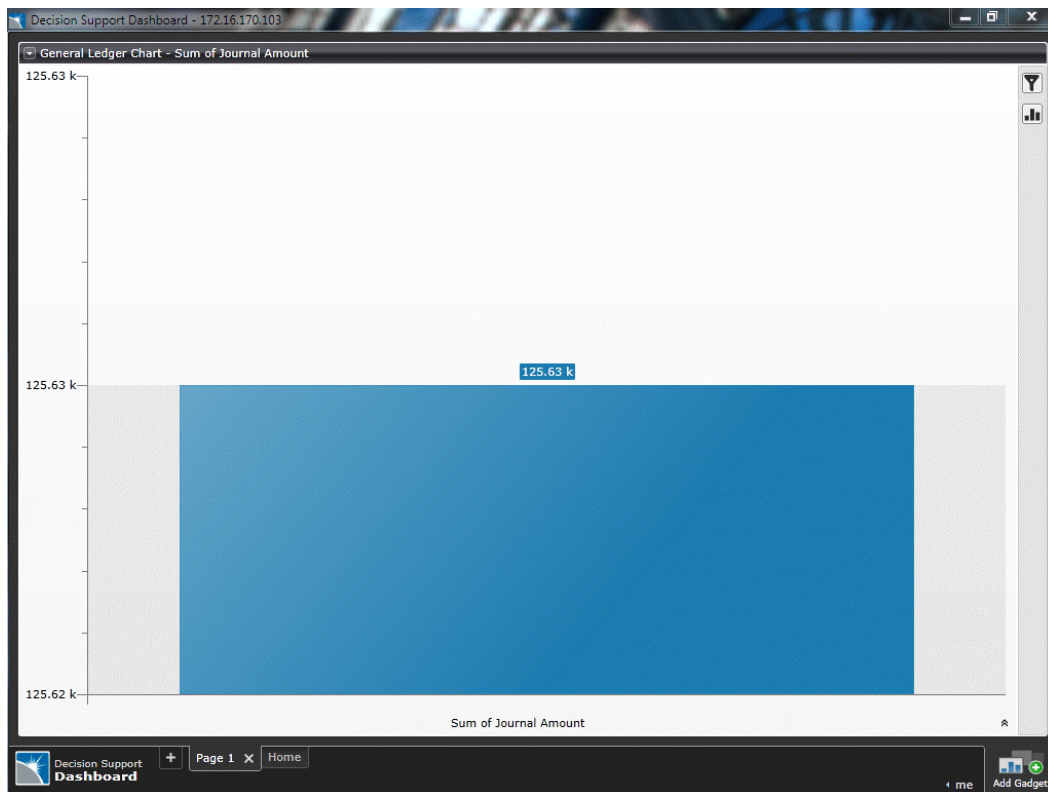To add gadgets, click the **Add Gadget** button in the lower right.

Add the Permit Fees Chart gadget by clicking **+Add to page**.

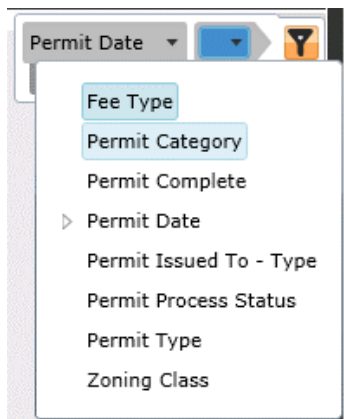Aggregate the Charged amount by slecting Sum as the Function and Charged Amount as the Aggregate.

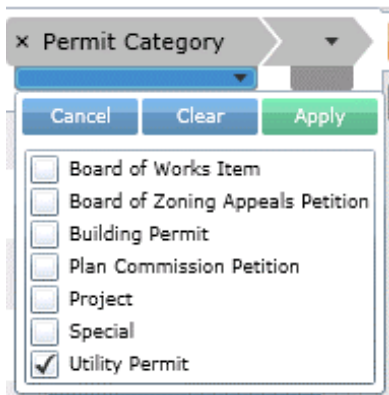Close the popup by clicking the X in the top right side of the screen.
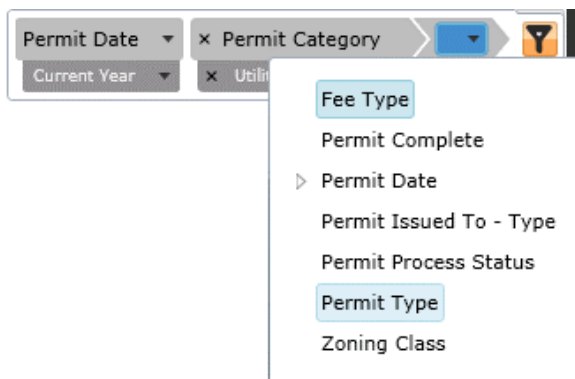

Configure Gadgets

On the gadget, click on the Filter Icon to expand the filter options. Select Permit Category.

Click the drop-down under Permit Category and check Utility Permit. Click **Apply**.
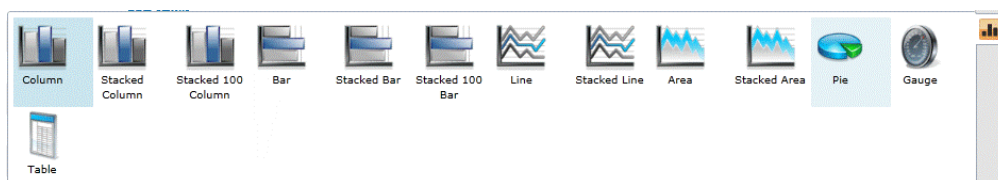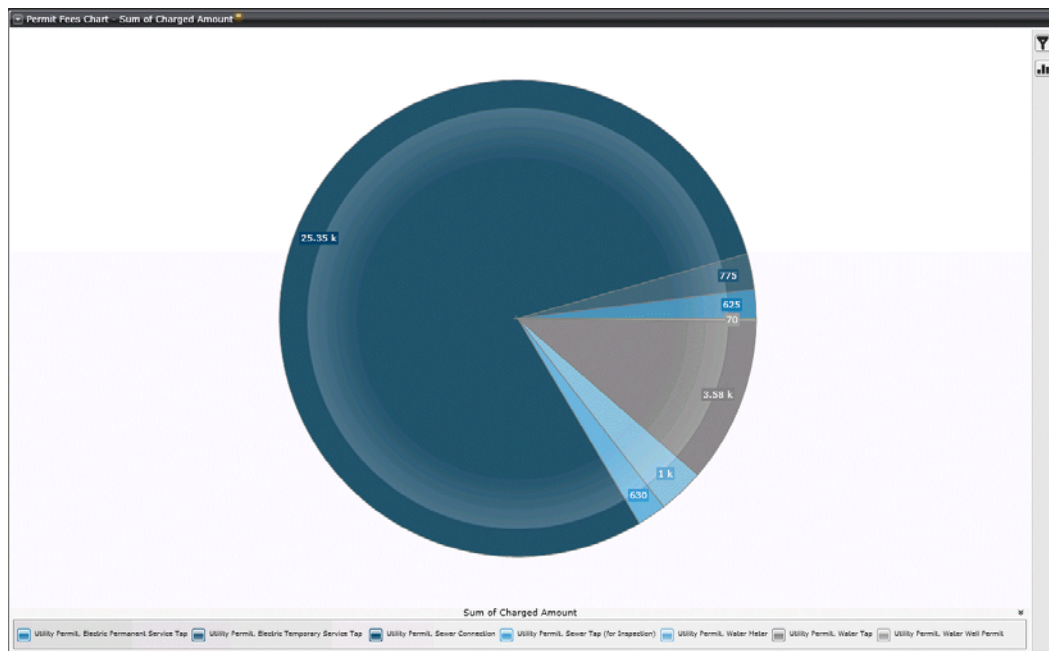

On the Filter, select Permit Type..

Click the Filter Button to collapse the filtering options.

Click the visualization button to select the kind of graph to view. Select **Pie** to change the way the data is presented.
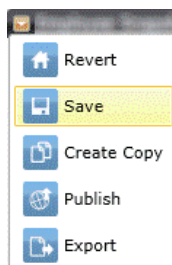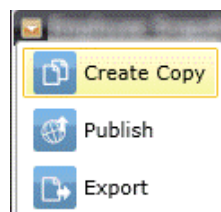
The result is shown below.

Save and Copy Gadgets

Click the drop-down arrow in the upper left of the gadget and click **Save** to save the gadget configuration.
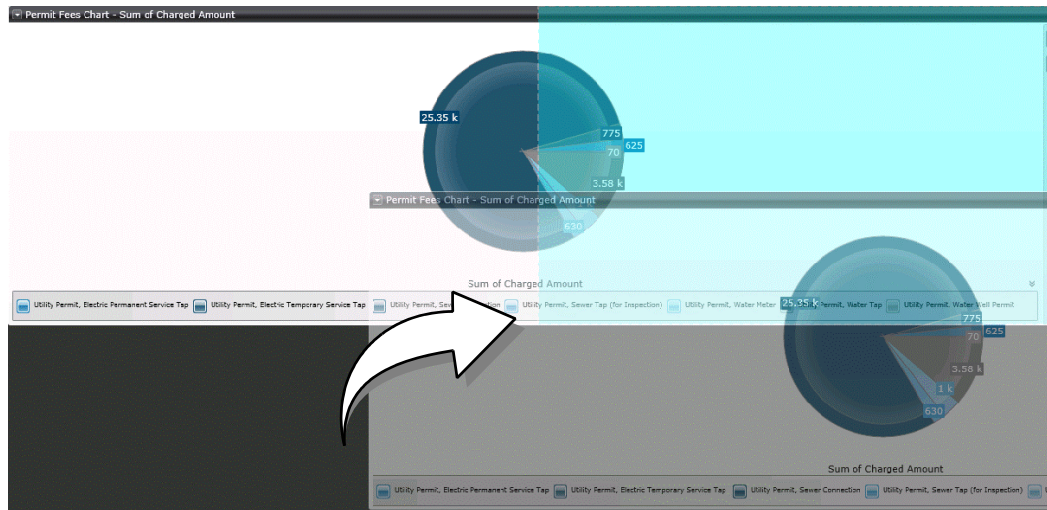

Click the drop-down arrow in the upper left of the gadget again and select **Create Copy** to duplicate the gadget you just configured.

Configure Workspace

The Gadgets can be organized any way you like. In this example, we'll put them side-by-side. Drag one Basic Cases gadget to the right of the other Basic Cases to rearrange the Workspace.

We can also further customize how the Workspace is configured by resizing the columns. Hover your mouse in between the gadgets until the cursor changes to a double arrow. Drag the column size to the width you prefer.
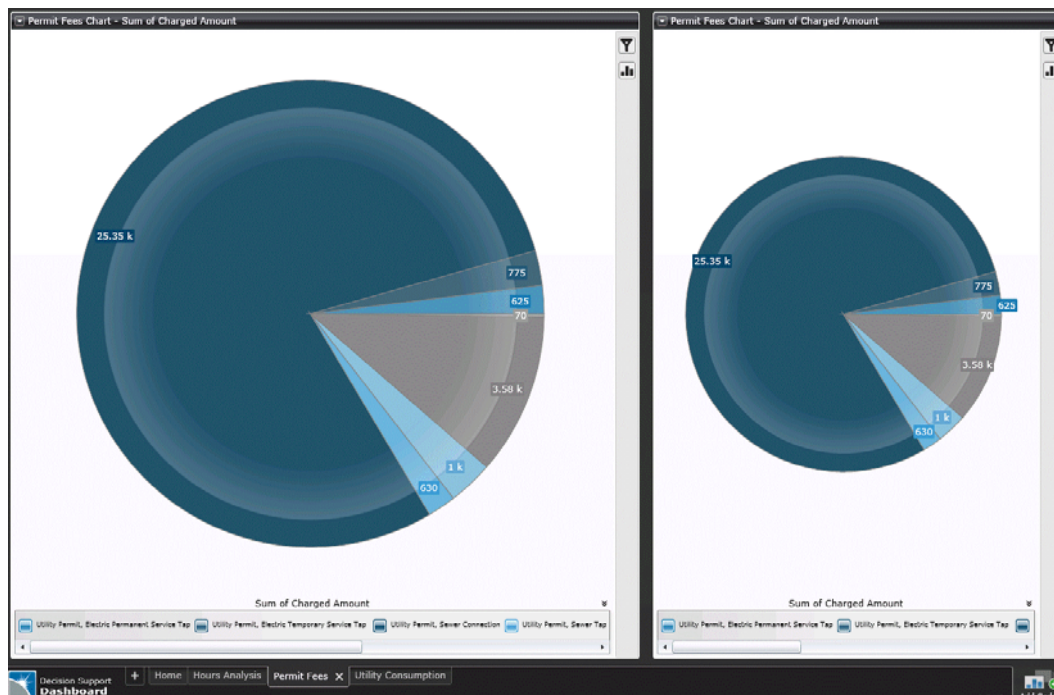
To rename Gadgets and the Dashboard Tab, click twice on the name of the gadget, type the name you would like and then click the save icon.
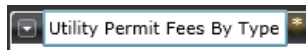
Click twice on the name of the tab and type the name you would like for that tab.