

## QUICK START: Utility Management - Dashboard

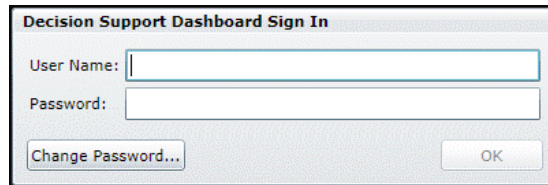
### Description

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.



**Decision Support Dashboard Sign In**

User Name:

Password:

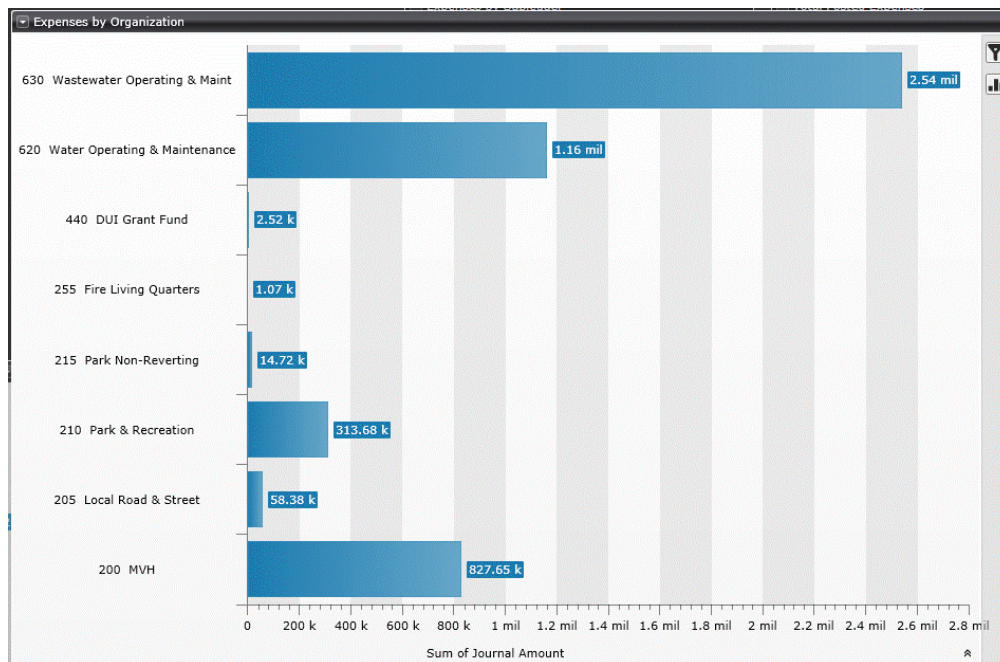
[Change Password...](#)

#### 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.

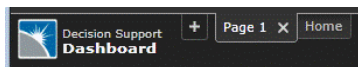


Each gadget can be maximized to examine the data in more detail by clicking the maximize button in the upper right corner. Clicking the box will return to the regular view.



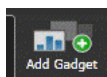
## Create New Tab

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

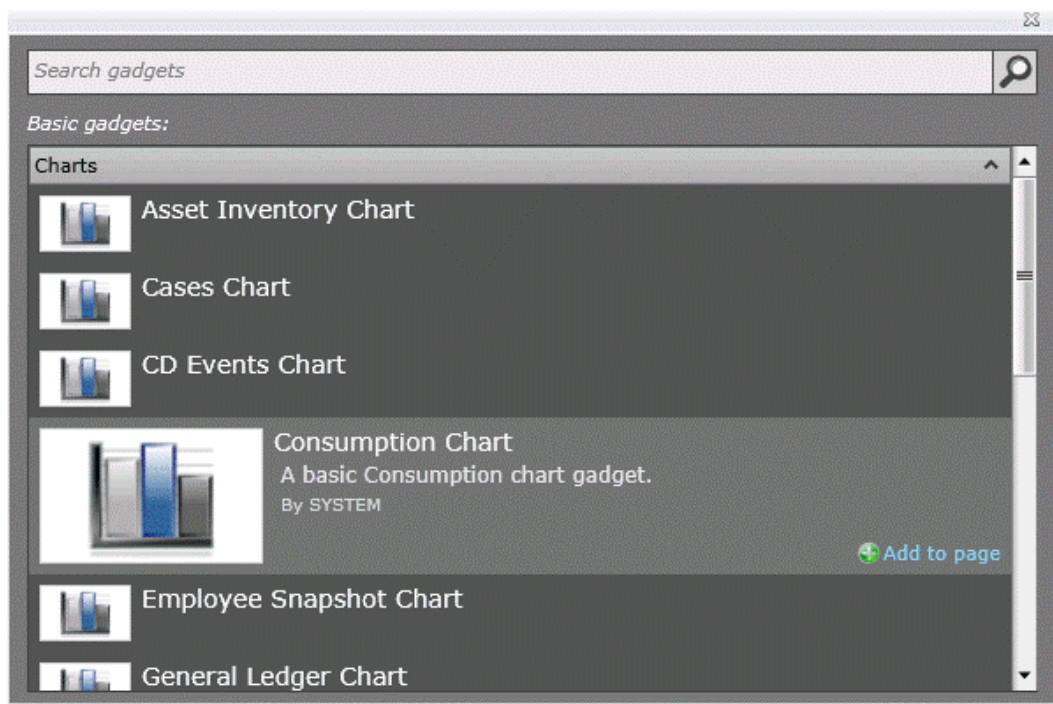


## Add Gadgets

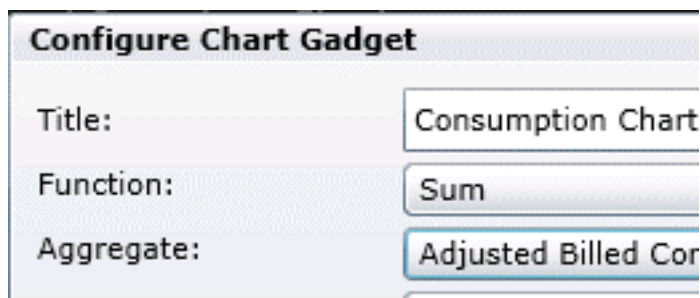
To add gadgets, click the **Add Gadget** button in the lower right.



Add the Consumption Chart gadget by clicking **+Add to page**.

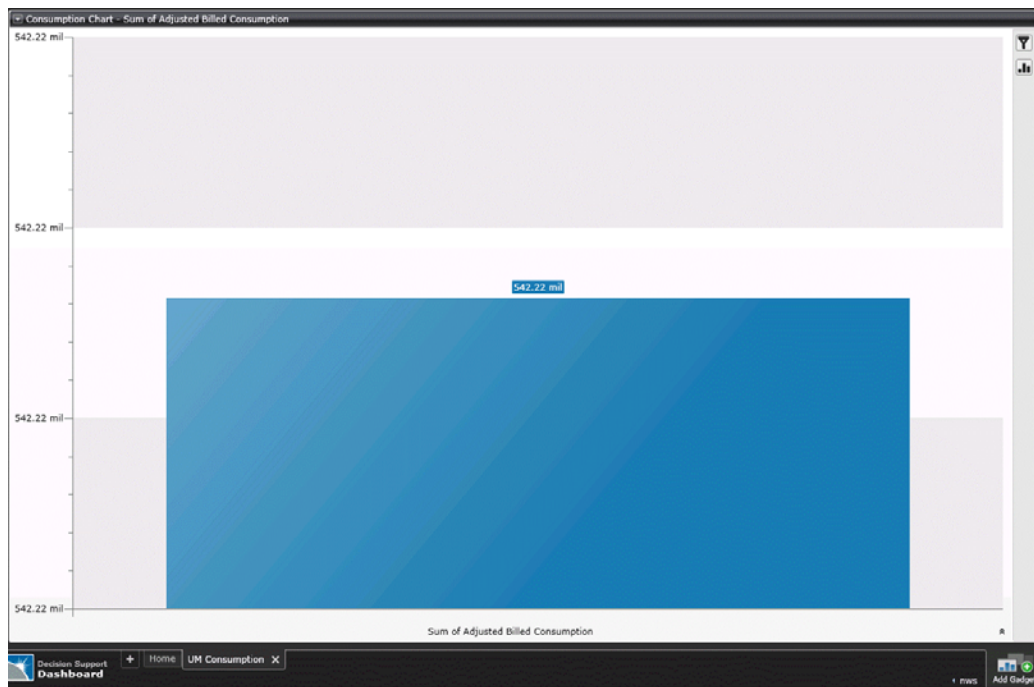


Change the *Function* value to Sum and the *Aggregate* field to Adjusted Billed Consumption. Click **OK**.



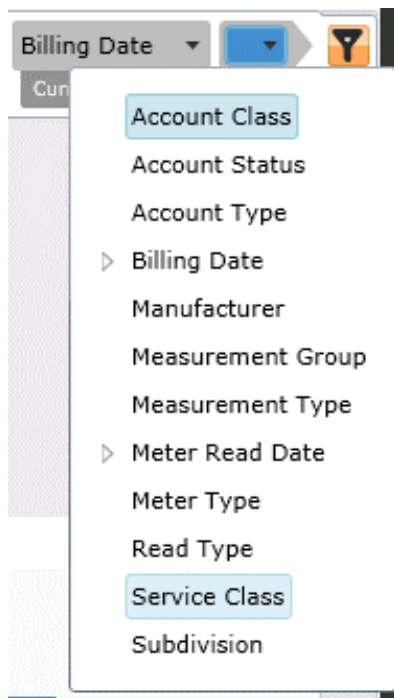


Close the popup by clicking the x in the top right side of the screen.

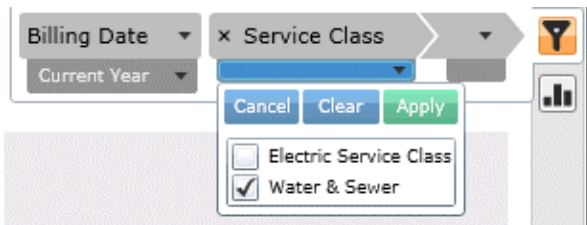


## Configure Gadgets

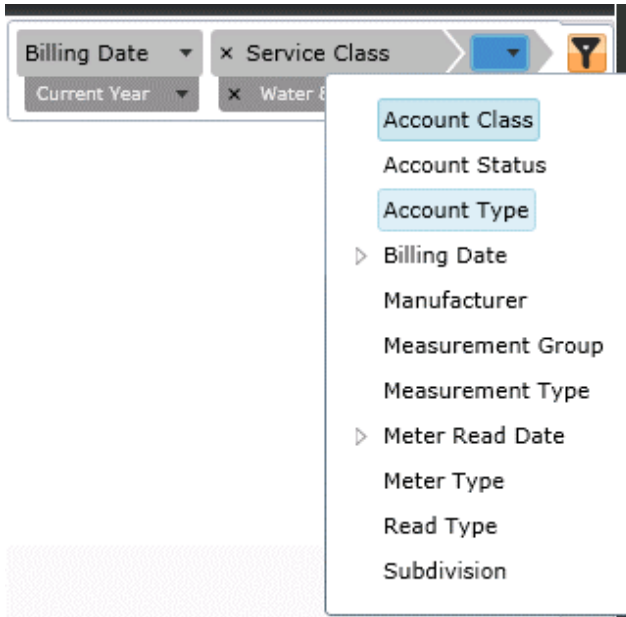
On the gadget, click on the Filter Icon to expand the filter options. Select Service Class.



Click the drop-down under Service Class and check Water & Sewer. Click **Apply**.

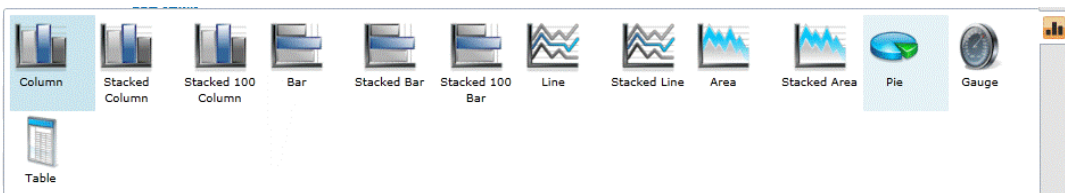


On the Filter select Account Type. Click **Apply**.

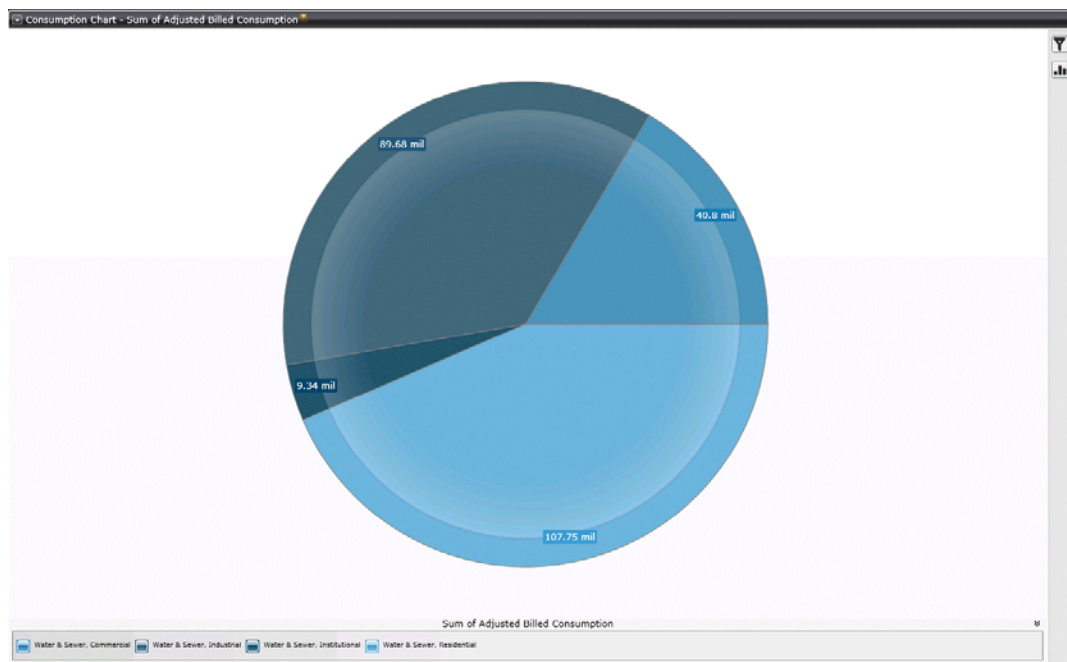


Click the Filter button to collapse the filtering options.

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

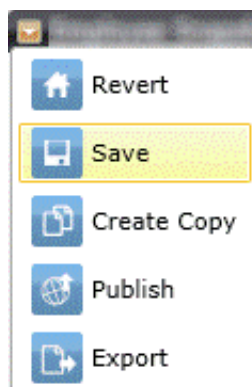


The result is shown below.

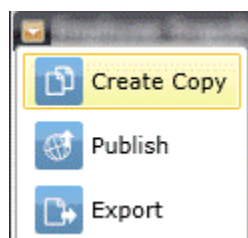


## Save and Copy Gadgets

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.



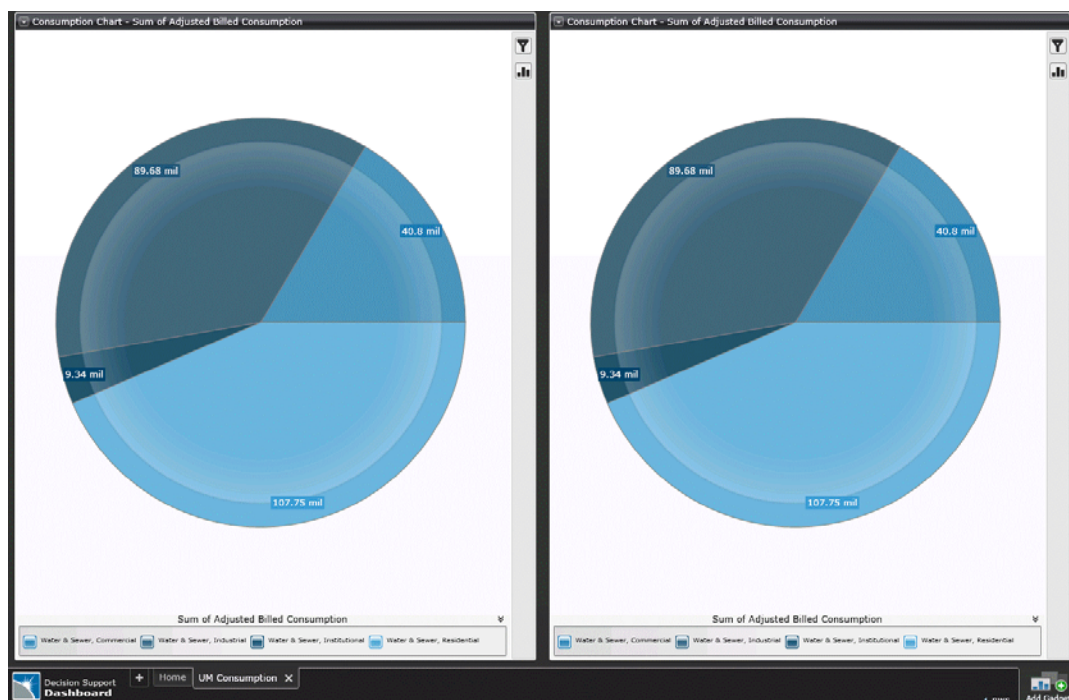
Click the visualization button on the copy. Select Bar to change the way the data is presented.

## Configure Workspace

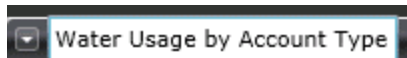
The Gadgets can be organized in any way you like. In this example, we'll put them side-by-side. Drag one Basic Cases gadget to the right of the other Basic Cases to rearrange the workspace.



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, then type the new name you would like. Click **Save**.



Click twice on the name of the tab and type the name you would like for the tab.



## Published Gadgets

The Gadgets you create can be published, with the appropriate permissions, so that others can easily add the preconfigured gadget to their dashboard layout.

Click **Add Gadget**. Click on the **Search** icon to list Published gadgets.



Select the Industrial Water Usage gadget by clicking **Add to page**.

