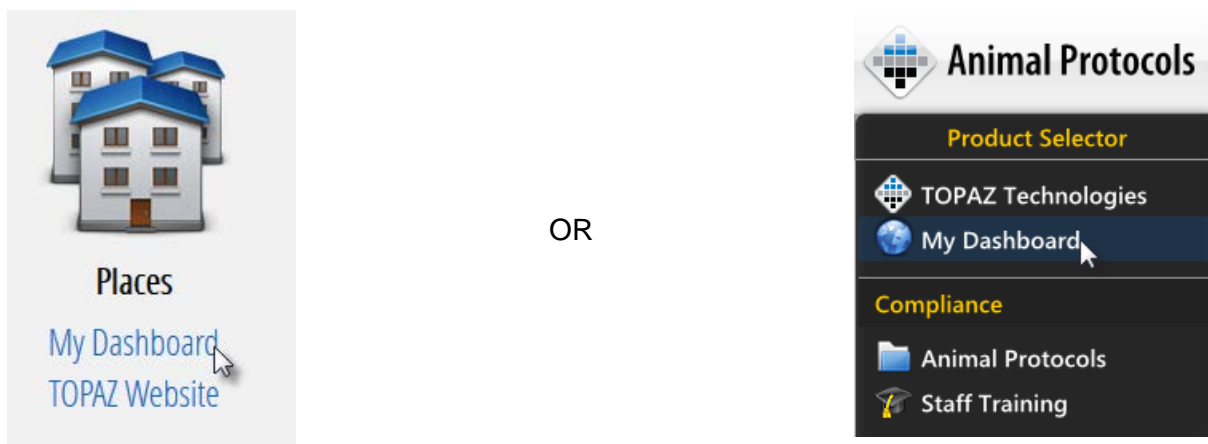


How to Use My Dashboards

My Dashboard is an area of Topaz Elements where users can quickly retrieve information and navigate to their own protocols, orders, receipts, deliveries, cages, bills, etc. in one location. Access to dashboard panels depends upon user permissions. Within each dashboard panel, you can customize the view to sort, hide, filter, and export information based on your preferences. These changes will save and be retained for future use.

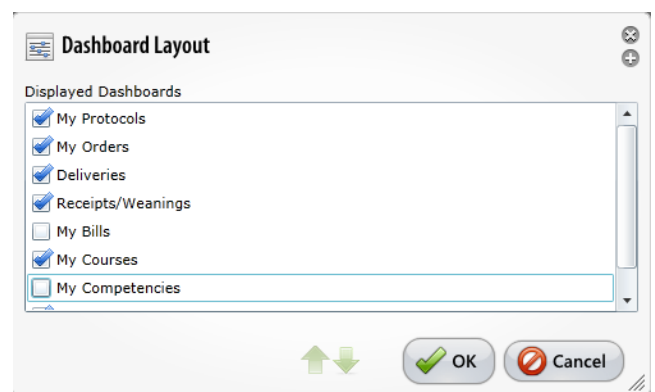
Access My Dashboard

After logging into Elements, My Dashboard can be found on the Main Navigation Home Page under Places or in the Product Selector (click in the upper right) when you are in any of the Topaz Elements modules (e.g. Animal Protocols, Animal Orders).



Show, Hide or Reorder Dashboard Panels

1. Click on **Add Dashboards**. The Dashboard Layout appears (depicted at right).
2. To hide an individual dashboard navigational panel, uncheck the checkbox next to its name.
3. To show a dashboard panel not in the left navigational area but within your layout, check the box next to that dashboard.
4. To reorder a dashboard within the left hand navigation area:
 - a. Select the dashboard panel in the Dashboard Layout list by clicking on it.
 - b. Click to move the dashboard order up or click to move the dashboard down in your list.
5. Click the button to apply your changes.



Manipulate the Dashboard Grid

The My Orders dashboard grid is shown, however all the dashboard grids may be used in the following ways:

- Clicking on a particular row, opens that record (e.g. order, protocol, receipt, etc.)
- Click on a column to sort contents in ▲ ascending or descending ▼ order.
- Drag and drop columns (1. move the pointer to a column, 2. press, and hold down the button on the mouse or other pointing device to grab the column, 3. drag it to its desired position and 4. drop it by releasing the button) into another position on the grid.
- Change a column’s width by dragging the boundary on the right side of the column heading until the column is the width that you want for better viewing.
- Access the column menu (blue arrow drop-down menu ▼ in bottom right of the column) to sort/clear sort, group/clear group, or remove/choose column in the grid.
- Apply Quick 🔍 filters to search over the displayed number of records on a particular page.
- Select and export data to Excel 📄 or PDF 📄. Some dashboard panels also allow you to print 🖨️ and run pre-built reports via a drop-down list.
- Apply advanced filters 🧩 to data in the grid. Refer to the separate “How to Create and Apply Filters” guide.

The screenshot shows the 'My Orders' dashboard grid. The table contains the following data:

Animal Order	Department	Principal Inve	Protocol #	Request ID	Requester	Requisition #	Species	Submission D
Approved	Reconstructive S	PI, 1	101321-0119	100058	PI, 1	100058	Mice	4/22/2016
Approved	Reconstructive S	PI, 1	101321-0119	100068	PI, 1	100068	Mice	4/22/2016
Approved	Reconstructive S	PI, 1	101322-0119	100060	PI, 1	100060	Mice	4/22/2016
Approved	Reconstructive S	PI, 1	101321-0119	100071	PI, 1	100071	Mice	4/22/2016
Approved	Reconstructive S	PI, 1	101322-0119	100065	PI, 1	100065	Mice	4/22/2016
Approved	Reconstructive S	PI, 1	101321-0119	100312	PI, 1	MJC	Mice	5/23/2016
Submitted	Reconstructive S	PI, 1	101322-0119	100073	PI, 1		Mice	4/22/2016
Submitted	Reconstructive S	PI, 1	101322-0119	100075	PI, 1		Mice	4/22/2016
Submitted	Reconstructive S	PI, 1	101321-0119	100172	PI, 1		Mice	5/20/2016
Unsubmitted	Reconstructive S	PI, 1	101321-0119	100063	PI, 1		Mice	
Unsubmitted	Reconstructive S	PI, 1	101321-0119	100313	PI, 1		Mice	
Unsubmitted	Reconstructive S	PI, 1	101322-0119	100059	PI, 1		Mice	

Page 1 of 1. 12 total record(s) found.