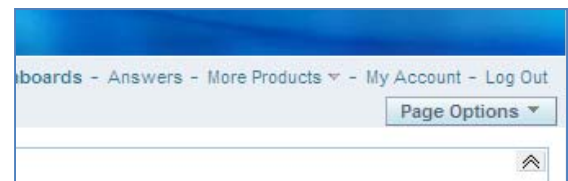


## Adding Reports to “My Dashboard”

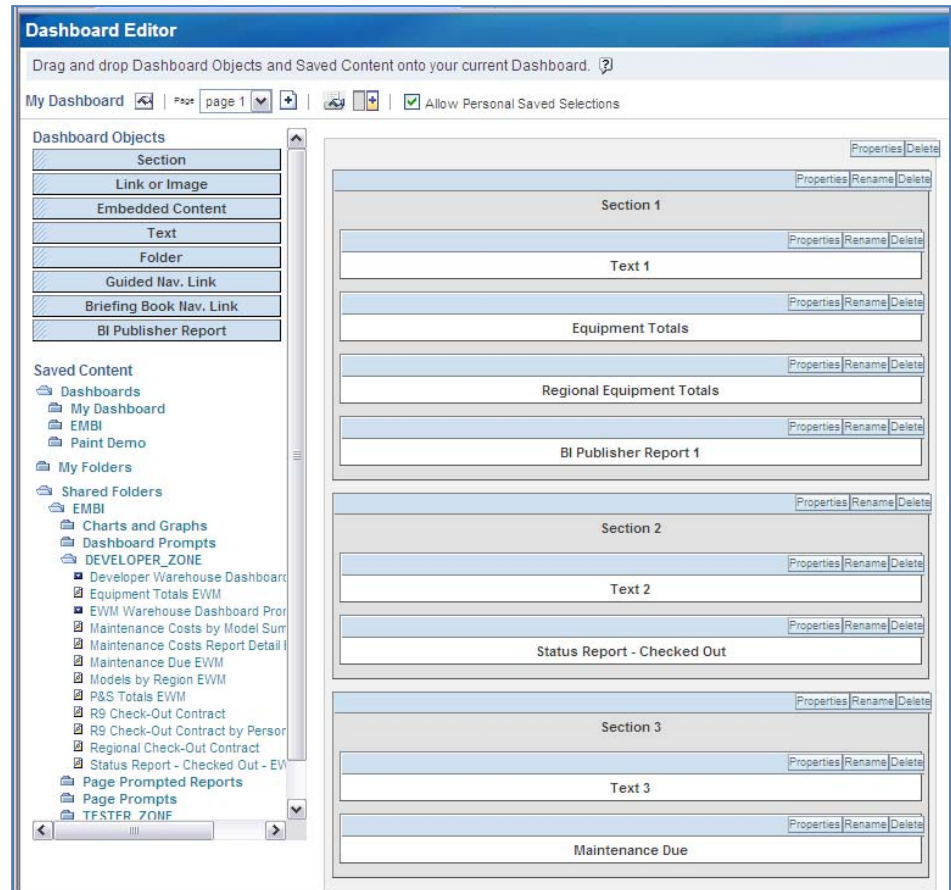
Once your dashboard has finished loading, select the “Page Options” button in the upper right corner, and choose “Edit Dashboard”. This will give you access to your dashboard to add, rearrange, or remove reports.



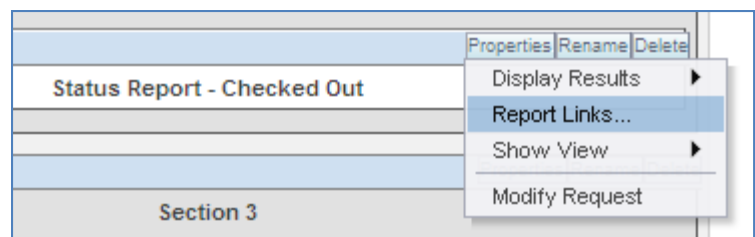
The Dashboard Editor allows you to build sections for each of your reports, or you can put all your reports into one section. You will need to start with a section, to do this click & drag the section box to the space on the right. It will be named automatically.

Then you add a report by opening either “My Folders” or “Shared Folders: EMBI: Developer\_Zone” and clicking and dragging the report that you want to the appropriate section on the right. You are able to move any of the sections in your dashboard once they are in place.

The box labeled “Text” allows you to add a header or other text to explain what the report does.



Once you have a report installed you'll want to add links that will allow you to print and/or download the report. In the report box, click on the small box called “Properties”, this will open a drop down box with an option called “Report Links...”, which when selected gives you choices of “Modify, Refresh, Printer Friendly, Download, Add to Briefing Book, and Copy”, select the ones that you want and click OK.



You are able to add as many reports as you need to your dashboard. One thing to keep in mind is that some reports will start loading data as soon as the dashboard opens and too many of these will slow things down. You can always remove reports later if you find it makes things too slow. Reports that prompt you for input (i.e. warehouse name, etc.) will not affect how quickly the dashboard loads.

After clicking “Save” at the top right of the page, your dashboard is now ready for use.