

QUICK GUIDE: How to Add Content to Dashboard Pages

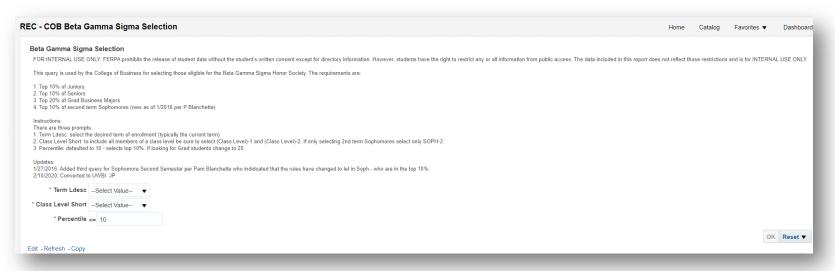
How to Add Content to Dashboard Pages-Authors

When you're in a dashboard page as an Author, you can add objects (from the dashboard objects pane) or objects that you have saved in the catalog. To add content such as page instructions, write your instructions into the new pane directly for user display.

In the diagram below, you can see that you can for example add content or an instructions section to a Recreation dashboard to track the top 10% of Juniors, Seniors, or Grad students (shown in the diagram below).

Follow the below steps to add your new section:

- 1. Open the dashboard for editing.
- 2. Navigate to the page to which you want to add content.



3. In the Dashboard Builder, add each object that you want to include. To do so, select it in the dashboard objects pane or the catalog pane and drag and drop it to the page layout area. Typically, if this were done inside of a dashboard, we would create either one or two pages depending on if you wanted to split instructions between public/developer notes.

UN BUSINESS INTELLIGENCE

The following table describes some of the objects that you can add:

Object	Description
Column	Add a column to align content on a dashboard. You can create as many columns on a dashboard page as you need. You can place columns horizontally or vertically.
Section	Add sections within columns to hold the content for the page, such as action links and analyses. You can include as many sections as you need for a column.

- 4. Set the properties of each object, as appropriate by clicking **Properties**.
- 5. Click **Save**.

Contact us at: uwbi@uwss.wisconsin.edu
Visit us at: www.wisconsin.edu/bi

03/26/2020 V3