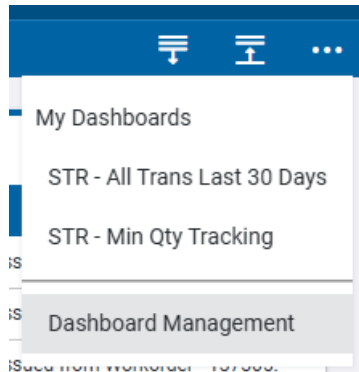


Create a Widget

You can create a widget and add it to a dashboard.

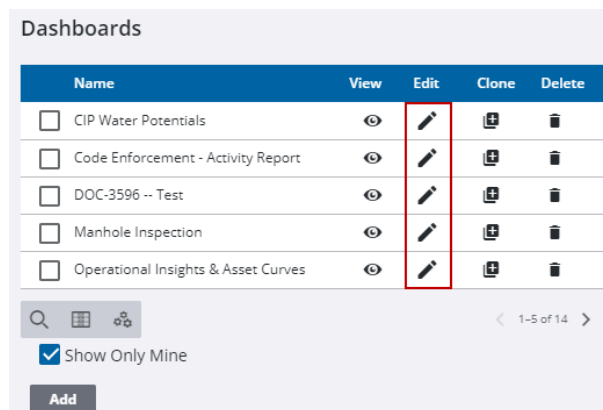
1. Click **Dashboard**.
2. Click **Dashboard Actions** and then **Dashboard Management**.



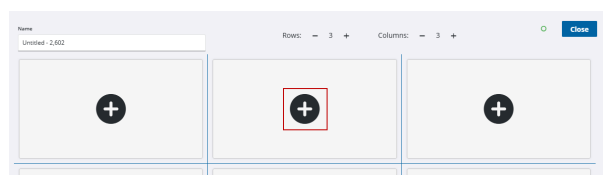
NOTE: The most-recently-viewed dashboards display.

The **Dashboard Management** page opens.

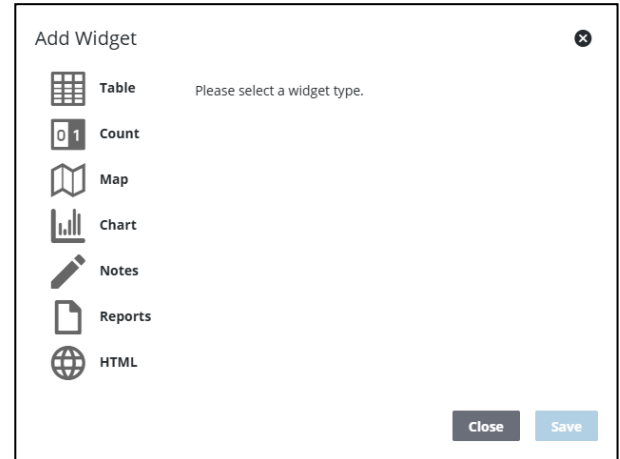
3. Click the edit icon next to a dashboard in the **Dashboards** panel.



4. On the **Dashboard - Edit** page, click the add icon.



The **Add Widget** panel opens.



5. Select a widget.
6. Enter a **Name** for the widget.
7. Select and enter any other information as desired. As selections are made, the preview window displays the changes.

NOTE: If the **Count** or **Chart** widget is selected, you can select **Numeric**, **Currency**, or **Percent** for the **Numeric Type**.

8. Click **Save**.