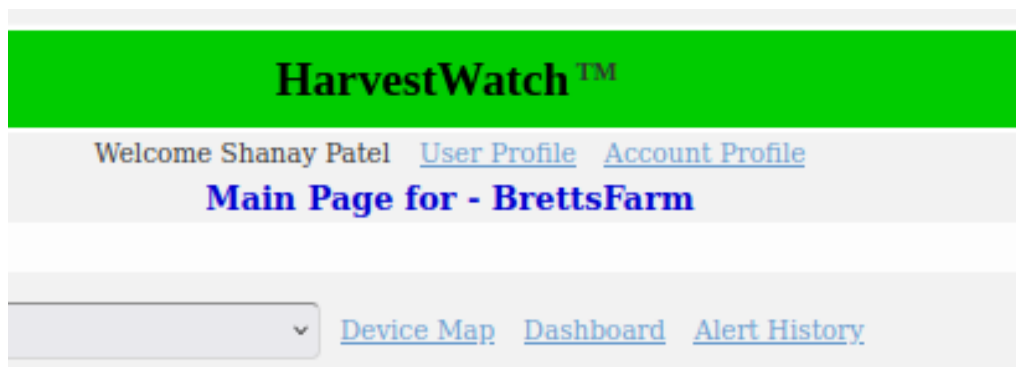Correspondence and Receipts…PO Box 552, Grafton, MA   015019
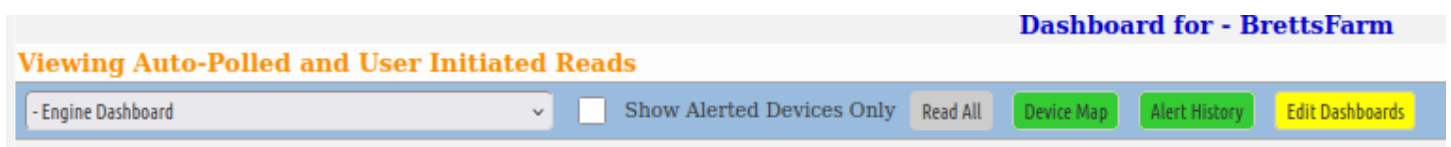
Creating Dashboards

to create a dashboard head to the home page.

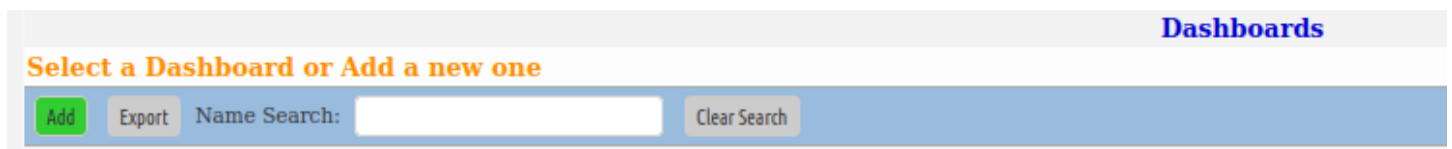From there click the dashboards button located at the top of the page.

Here a new screen will appear.

At this screen click on the edit dashboards button.

On the new screen click the green add button in the top left corner.

Now a new screen should pop up asking for the name of your new dashboard and is enabled.

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Once you enter a name, a new menu should pop called Edit Column.

Here you can define what each of your columns will display and what they are called. Name your column and how you want it ordered in comparison to other columns.

You can have up to 10 columns displayed at any given time.

Under each column new or preexisting you mush select what registers you would like it for it to display in each column. You can select one register from multiple device classes. Once you have selected your register, click the add register button and click save and exit in the bottom left. Now you can repeat previous steps to how ever you would like setup.